

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Company Name]

Dear [Employee's Name],

I hope this message finds you well. I am writing to express my heartfelt gratitude for your exceptional contributions to our team and the company over the past [specific time period].

Your dedication, hard work, and positive attitude do not go unnoticed.

[Mention a specific project or quality that exemplifies their contributions]. Your commitment to excellence has significantly impacted our success and has inspired those around you.

Thank you for your unwavering dedication and for being an integral part of our team. I look forward to achieving even greater milestones together in the future.

Warm regards,

[Your Name]
[Your Position]