

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

Dear [Employee's Name],

I wanted to take a moment to express my sincere appreciation for your outstanding work on [specific project or task]. Your dedication and commitment to excellence have not gone unnoticed.

Your ability to [specific skill or quality] has significantly contributed to our team's success. Thank you for your hard work and positive attitude.

Keep up the great work!

Best regards,

[Your Name]