

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

Dear [Colleague's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt appreciation for your [specific contributions, efforts, or qualities].

Your dedication to [specific project or task] has greatly impacted our team, and I am grateful for your support. [Mention any specific instance or accomplishment].

Working alongside you has been a remarkable experience, and I admire your [specific qualities, skills, or attributes]. Thank you for being such a wonderful colleague.

Looking forward to continuing our collaboration.

Best regards,

[Your Name]