

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

Zdenek [Last Name]
[Zdenek's Address]
[City, State, ZIP Code]

Dear Zdenek,

I hope this letter finds you in great spirits. I am writing to express my heartfelt appreciation for all the hard work and dedication you have shown over the past [duration]. Your efforts have not gone unnoticed, and I want you to know how much I value your contributions.

[Personalized comment about specific achievements or qualities, e.g.

"Your ability to always find creative solutions to challenges has truly inspired the entire team."]

Your positive attitude and commitment to excellence significantly impact our success. [Add further details or examples as appropriate.]

Thank you once again for everything. It is a pleasure working with you, and I look forward to what we can accomplish together in the future.

Warm regards,

[Your Name]
[Your Position]
[Your Company/Organization Name]