

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

Dear Zhou,

I hope this message finds you well. I am writing to express my heartfelt appreciation for your outstanding contributions to our team.

Your dedication and hard work have not gone unnoticed, particularly in [specific project or task]. Your skills in [specific skill or quality], combined with your positive attitude, have made a significant impact.

Thank you once again for your efforts. I look forward to continuing our work together.

Warm regards,

[Your Name]
[Your Position]
[Your Company]