

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

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere appreciation for [specific reason for appreciation, e.g., your outstanding support, guidance, contributions, etc.].

Your [mention specific qualities, skills, or actions] has made a significant impact on [project, team dynamics, personal growth, etc.]. I am particularly grateful for [specific example or incident that highlights their contribution].

Thank you once again for your [mention the specific qualities that impressed you, such as dedication, hard work, encouragement, etc.]. It is truly a pleasure working with you, and I look forward to [future collaboration or any specific future plans].

Warm regards,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]