

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Team Member's Name]  
[Team Member's Position]  
[Company Name]

Dear [Team Member's Name],

I hope this message finds you well. I want to take a moment to express my heartfelt appreciation for the incredible work you have been doing as part of the QVC team. Your dedication and passion truly make a difference every day.

[Insert specific examples of contributions or achievements that the team member has made.]

Your positive attitude and commitment to excellence not only inspire your colleagues but also enhance the overall experience for our customers. We are fortunate to have you as part of our team, and I am grateful for your hard work and dedication.

Thank you once again for everything you do. Please know that your efforts do not go unnoticed and are greatly valued.

Best regards,

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