

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

Dear [Employee's Name],

I hope this message finds you well.

I would like to take this opportunity to express my heartfelt gratitude for your outstanding contributions to [specific project, task, or initiative]. Your dedication, hard work, and commitment have not gone unnoticed, and we are truly appreciative of the positive impact you have made on our team.

[Include specific examples of contributions and their significance to the company or project.]

Your efforts have greatly enhanced our ability to [achieve a goal, overcome a challenge, improve a process, etc.], and I am confident that your continued contributions will lead to even greater success in the future.

Thank you once again for your remarkable work and dedication. We are fortunate to have you as part of our team.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]