**APPRECIATION LETTER**

**[Your Name]   
[Your company’s name]  
[email]  
[phone number]**

**[Date]**

Dear **[employee’s name],**

I would like to formally and sincerely express my gratitude for the amazing work you accomplished **[insert what the employee did that deserves recognition].**

Your **[insert the employee’s admirable qualities that directly contributed to their achievement]** are impressive and show exceptional discipline and dedication to this company.

Your actions directly impacted the company by **[insert how the employee’s actions benefited the team or company on a greater level].** I want you to know that I value the amount of effort you have put into your work. You are significantly appreciated as a part of this team.

Once again, thank you for your hard work. I look forward to seeing your future achievements and successes!

Sincerely,

**[your signature]**

**[Your first and last name]**

**[Your job position title]**

**[Your company’s name]**