**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

I want to take the time to thank you for the fantastic job you have been doing for our company lately. We achieved the goals without a second of downtime, which sets an example for handling a project for maximum benefits.

You did an excellent job by training your team members on the new technology, which made huge differences. I am confident that they feel rewarded and recognized under your guidance.

As a token of gratitude, in addition to a salary increase from the next evaluation, we have decided to provide you an extra week of holiday to be taken at your convenience. You are indeed an inspiration to us and definitely play an essential role in the company. Keep it up, and thank you once again!

With deep appreciation for your efforts,

**[Your signature]**

**[your name]**  
**[email]  
[phone number]**