**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

I honor the effort you have put in leading your team's current project. A number of our employees had expressed to me their appreciation for the one-on-one guidance and support you've provided them, especially when the deadline was approaching.

All the team members have uttermost confidence in your leadership skills, and I am so happy to see you yield so much success. I will make sure that your excellent work is paid off in tangible results as well.

Once again, thank you for all your hard work and dedication in building and growing this business.

Regards,

**[Your signature]**

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