TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:**  **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:** **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Thank You Letter

Dear **[Name]**

To Whom This May Concern,

I would like to thank you for all your hard work and for being a key face behind our company. I am so impressed and inspired by you.

Thanks to our friendly and never-flustered customer service team, we’ve received great reviews and feedback in recent months.

You are a vital member of our customer services department, and I would like to say thank you. I hope you remain part of the team for a long time to come.

Once again, thanks for your hard-work and commitment in what I know isn’t always an easy job.

Best wishes,

**[Signature]**