**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

I want to thank you so much for your help in organizing the last meeting with our customers. You made everyone feel relaxed and we have already received positive remarks from the customers about how dedicated you are.

You have no idea how great a positive impression you have left with them about our services. I'm so happy to see your hard work resulting in such success!

You have always been up in helping this company run smoothly and influencing the rest of the team to achieve the company's planned goals. Your passion for the job is what makes you an incredible person to work with.

Keep up the excellent work.

Yours sincerely,

**[Your signature]**

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