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],**

Thank you so much for your assistance in decorating the office for the holiday party.

I know you stayed late to get everything in order, and I appreciate your dedication.

The holiday party is an important opportunity for the whole team to socialize together. Having a great location and atmosphere is crucial to the experience and your help made it possible.

I look forward to working with you on many more successful events throughout your time at the company.

With gratitude

**[Name]**