**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

As another year comes to an end, it’s time to look back and reflect on the past 12 months. Thank you for all your hard work, commitment, and invaluable contributions to this company, integral to our progress and success.

This year, we have made impressive progress in our business goals, constantly and rapidly evolving against the backdrop of a very competitive trading environment. Despite all the challenges, our team upheld their focus and let not one opportunity go.

There is still plenty of achievable lined up for the next year, and I am sure that we will keep up with our excellence.

Thank you once again for your commitment and invaluable contributions toward helping this business reach its full potential.

Lastly, wish you all a very happy new year, filled with success, happiness, and good health.

Yours sincerely,

**[Your signature]**

**[Your Name]**  
**[email]  
[phone number]**