**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

Thank you for meeting with me yesterday to discuss the new strategic objectives. I appreciate your observations, and I believe we will be able to adopt many of your suggestions.

It's helpful to have someone with similar experience to talk things over with. I appreciate your time, patience, and knowledge of the subject. You are a critical member of our planning team.

I'll send you an update as the initiative moves from the planning to the execution phase.

Best wishes,

**[Your signature]**

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