**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

You've only been with us for a few weeks, yet I can already see your influence daily. You've done exceptionally well in training, and the quick grasp of your tasks has already paid off. Your effort yesterday troubleshooting the latest version of our email marketing tool was amazing, allowing us to launch it earlier than expected.

But it's not just your job; your attitude and fit with the team are also outstanding. I've noticed that other new team members are constantly approaching you with inquiries, and their faith in you speaks volumes. I also appreciate your joining and participating in the celebration organizing committee. Living our ideals of teamwork and community will get you a long way.

If there is anything I can do to assist you as you begin your first year here, please do not hesitate to contact me. Thank you for getting started right away.

Sincerely,

**[Your signature]**

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