**APPRECIATION LETTER**

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

**[Date]**

Dear **[Employee Name]**

On behalf of the entire team of **[company name],** I would like to express our sincere admiration for yours outstanding efforts in the workplace. We appreciate everything that you have done over the past several years since you have joined us. The endless hours you have spent working here, and the professionalism you have shown has motivated the entire management team immensely.

We pride ourselves on your hard work and dedication to making every critical project a great success. As always, we are counting on you to go the extra mile.

Thank you once again for all your contributions.

Best regards,

**[Your signature]**

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