**APPRECIATION LETTER**

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

**[Date]**

To,

**[Name of the Person]**

**[Designation]**

**[Address]**

**Subject:** - Appreciation Letter for excellent performance

Dear **[Name of the Employee]**

I am writing this letter to appreciate you on the behalf of the whole management team for the hard work and dedication that you have put into your work. We recognize your contribution to completing this project. Without your contribution, the project may have faced some delays hampering the overall project result.

It is really commendable to see how you are great at time management and team management as well. We are elated that you are inspiring and guiding other team members also. We wish you all the best for your future endeavours.

Thanking you,

Sincerely,

**[your signature]**

**[Manager Name]**

**[Your job position title]**

**[Your company’s name]**