**APPRECIATION LETTER**

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

**[Date]**

**[Name of the Person]**

**[Designation]**

**[Address]**

**Subject:** Appreciation letter for the excellent service record

I am writing this letter to tell you that it has been a pleasure working with you in our organization for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ years.

As a (Designation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you have done a great job during your tenure. It would be tough for me to not see you around anymore. I feel happy to congratulate on your retirement.

I would like to thank you for the commendable work done by you at (Organization´s Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

You had exceptional skills and you were very sincere towards your work. We feel proud to tell you that you were an asset to our company

It was great working with you. We hope you also enjoyed working with us. We wish you all the best for your future endeavors.

Yours Sincerely

**[Signature]**

**[Name]**