**APPRECIATION LETTER**

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

**[Date]**

**[Name of the Person]**

**[Designation]**

**[Address]**

**[City, State & Postal Code]**

**Sub:** Appreciation letter for Excellent performance

Dear **[Name of the Employee]**

We appreciate the way in which you handle the responsibilities at the workplace. We noticed that you are a very hard-working person and we appreciate your punctuality and accountable attitude shown at the given tasks, you are sincere team member and also have the leadership skills.

We hope you will move ahead on the path of success. A copy of this appreciation letter is placed in your personal file.

Thanking you,

Sincerely,

**[your signature]**

**[Manager Name]**

**[Your job position title]**

**[Your company’s name]**