**APPRECIATION LETTER**

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

**[Date]**

**[Name of the Person]**

**[Designation]**

**[Address]**

**Email Subject line:** Appreciation for Exceptional Service and Contribution

Dear Mr. **[Use first name]**

I would like to express my sincere thanks to you for your response in the conference meeting. The company’s Board Members and the Chairman asked me to pass this appreciation to you for your efforts and hard work.

Thank you so much for your participation in the conference meeting, The meeting was very successful with your participation. We hope for the same kind of response in the future also.

Best Regards,

Sincerely,

**[your signature]**

**[Manager Name]**

**[Your job position title]**

**[Your company’s name]**