**APPRECIATION LETTER**

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

**[Date]**

Dear **[employee’s name],**

This quarter, your team's performance has been outstanding. It is a great credit to your management and teamwork abilities that you have exceeded sales targets by 110 percent with one week remaining!

Furthermore, chatting with members of your team reveals that they all feel respected, challenged, and appreciated, which is an accomplishment in and of itself.

We all appreciate your efforts in making this team a success. As a token of gratitude, please find an extra vacation day added to your balance by the end of this week. Continue your excellent work!

Best wishes,

Yours sincerely,

**[Your signature]**

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