Dear < **Employee Name** >

I want to take the time to thank you for the fantastic job you have been doing for our company lately. We achieved the goals without a second of downtime which sets an example for the company about how a project should be handled for maximum benefits.

You did a really good job by [training your team members](https://blog.vantagecircle.com/employee-training-elearing/) on the new technology which made huge differences, and I am certain that they feel rewarded and recognized under your guidance.

As a token of gratitude, in addition to a salary increase from the next evaluation, we have decided to provide you an extra week of holiday to be taken at your convenience. You are truly an inspiration to us and definitely play an important role in the company. Keep it up and thank you once again!

With deep appreciation for your efforts,  
<**Senior’s name**>  
Cc: **HR department**