Dear < **Employee Name** >

I really appreciate all your extra efforts put in the daily tasks while <colleague’s name> is out on a leave. You really deserve this token of appreciation for offering to work for more hours.

When we all have our plates full, managing work in someone’s absence is hard. It’s employees like you who prefer to help out with some extra working hours and that is all that makes it work.

We are proud to have sincere staff like you working with us. Please keep up the good work!!

Cheers,  
<**Senior’s name**>