Dear [employee name],

I want to take the time to thank you for the extraordinary job you have been doing for [company name] lately. You have helped us achieve our goals without any postponements, and this sets an example for how a project should be handled for maximum benefits.

Also, you did a wonderful job by training your team members on newest trends in the industry which made all the difference. I’m sure they truly appreciate your leadership.

Thank you for playing such an important role in our company. We are grateful for your great contribution to [company name].

With deep appreciation for your efforts,

[your name]