Jonas Sullivan  
Vice President  
ABC Firm  
3456 Oakland Way  
Fresno, CA 93704

July 22, 20XX

Theodore Williams  
Office Manager  
ABC Firm  
3456 Oakland Way  
Fresno, CA 93704

Dear Theodore,

Thank you so much for your assistance during our office move. You and your staff really came through, proving what it means to be "team players." The extra effort you all put in was really appreciated.

Next week, please plan a day to take your department to lunch at Chez Alvin, on the company account, to thank everyone for all their hard work.

I really appreciate everything you are doing to help the company succeed.

Regards,

Jonas Sullivan (signature hard copy letter)

Jonas Sullivan