Dear [name of employee],

I would like to say thank you for all your hard work this year.

We couldn’t have got where we did this year without your ongoing dedication, commitment, creativity and talent.

Since joining the business in [year] you have gone from strength to strength and are a true asset to our company and our clients.

I look forward to working with you for many more years to come.

Thanks again.

Best regards,

[name]

[title]