Dear [name of employee],

As a valued and hard-working member of our customer services department I would like to thank you for all your hard work and being such a key face behind our company.

The business has had great reviews and feedback in recent months, positivity that has been driven by our always-smiling and never flustered customer services team.

You are a vital member of our customer services department and I would like to say thank you and hope you remain part of the team for a long time to come.

Once again, thanks for your hard-work and commitment in what I know isn’t always an easy job.

Best wishes,

[name]

[title]