Dear Madeline,

Thank you so much for your assistance in decorating the office for the holiday party. I know you stayed late to get everything in order, and I appreciate your dedication. The holiday party is an important opportunity for the whole team to socialize together. Having a great location and atmosphere is crucial to the experience and your help made it possible.

I look forward to working with you on many more successful events throughout your time at the company.

With gratitude,

Tyler Burke