**Formal letter template**

Dear [employee’s name],  
   
I would like to formally and sincerely express my gratitude for the amazing work you accomplished [insert what the employee did that deserves recognition].  
   
Your [insert the employee’s admirable qualities that directly contributed to their achievement] are impressive and show exceptional discipline and dedication to this company.  
   
Your actions directly impacted the company by [insert how the employee’s actions benefited the team or company on a greater level]. I want you to know that I value the amount of effort you have put into your work. You are significantly appreciated as a part of this team.  
   
Once again, thank you for your hard work. I look forward to seeing your future achievements and successes!  
   
Sincerely,

[Your first and last name]  
[Your job position title]  
[Your company’s name]