**Semi-Formal Letter Template**

Dear [employee’s name],  
   
I want to thank you for the amazing work you did with [insert what the employee did that deserves recognition].  
   
Your [insert the employee’s admirable qualities that directly contributed to their achievement] shows just how disciplined you are and how much you care about this team.  
   
Your work led to [insert how the employee’s actions benefited the team or company on a greater level]. I want you to know you are valued on this team. We are so lucky to have you!  
   
Thanks again for all your hard work. I can’t wait to see your future achievements and successes!  
   
Sincerely,

[Your first and last name]