**Casual Letter Template**

Hi [employee’s name],

I just wanted to say thanks for your help with [insert what the employee did that deserves recognition].

Your [insert the employee’s admirable qualities that directly contributed to their achievement] clearly showed!

The time and effort you put in [insert how the employee’s actions benefited the team or company on a greater level]. We couldn’t have done it without you!

Thanks again!
[Your first name]