**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]