**Formal letter example**

Dear Mary,  
   
I would like to formally and sincerely express my gratitude for the amazing work you accomplished with the new product release last week.  
   
Your overtime work editing all of the copy in the manuals, brochure and website shows your expertise, exceptional work ethic and commitment to our company’s success.  
   
Without your willingness to put your other work on hold and take on such a great responsibility and workload, we would have missed our due date. The entire team and company are incredibly thankful for you.  
   
Once again, thank you sincerely for your drive and hard work. I look forward to your future success with our company!  
   
Sincerely,  
Amy Hanson  
Product Team Leader  
Larson Manufacturing