**Semi-formal letter example**

Dear Jim,  
   
I want to thank you for the amazing work you did with the Smith-Michael proposal yesterday.  
   
Even though the proposal didn’t have a set deadline, your ability to collaborate with other departments to get the data you needed ahead of time and the extra effort you put into this project shows me your teamwork and leadership skills.  
   
You made the company look professional and efficient, which our prospective customers value just as much as we do! I’ve already received an email that they are reviewing our proposal.  
   
Thanks again for all your help and for motivating everyone to get the job done. We’ve all learned from your success.  
   
Sincerely,  
Bill Marks