[Company Address]

[Company Tel. Number]

[Email Address]

[Date]

[Name of Recipient]

[Job Title]

[Company Name]

[Company Address]

Dear [Employee Name],

As a valued member of my team, I would like to take the opportunity to thank you for your hard work and dedication.

Throughout your tenure at [Company Name], you have stood out as an employee who has never wavered in your commitment to excellence. I admire your strong work ethic and personal integrity.

In particular, I would like to thank you for your work on [briefly describe the recent project]. Employees like you make my work all the more rewarding and enjoyable.

Sincerely,

[Your Name]