Dear [Employee name], [Date]

I just wanted to take a moment to express my appreciation for the wonderful job that you are doing here at [Company name].

In your role as [position], you’ve demonstrated your ability to add value to everything that we are doing with your dedication, creativity and resourcefulness. Thanks to your hard work, we’ve been able to do a better job serving our customers and keeping up with the demands of the business.

Your contributions to the team are a reflection of your priorities as an individual and the importance that you place on doing a good job. You should know that I am grateful for everything that you have done in your role up to this point, and I look forward to seeing what you will accomplish here at [Company name] in the future.

Best,

[Name]

[Title]