[Company Address]

[Company Tel. Number]

[Email Address]

[Date]

[Name of Recipient]

[Job Title]

[Company Name]

[Company Address]

Dear [Employee Name],

I sincerely thank you for your dedication and commitment towards the [Provide details about the successful project]. Your work is truly commendable and we appreciate your contribution to [Company Name].

[Optional] As a token of appreciation, please find enclosed [Mention details of the gift enclosed].

Once again, I would like to thank for your hard work and dedication - you are a valued member of our team.

Best wishes,

[Your Name]