

Letter of Appreciation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to express my sincere appreciation for your outstanding contributions during your temporary assignment with us. Your dedication and hard work have made a significant impact on our team and the overall success of the project.

Your ability to [mention specific contributions or tasks] showcased your exceptional skills and determination. The feedback from both your colleagues and supervisors has been overwhelmingly positive, highlighting your teamwork and professionalism.

Thank you once again for your valuable contributions. We hope to have the opportunity to work with you again in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]