

Dear [Team Member's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for your hard work and dedication on [specific project or task]. Your efforts did not go unnoticed and have made a significant impact on our team's success.

Your [specific quality or skill, e.g., creativity, teamwork, problem-solving ability] was truly inspiring, and I appreciate the way you went above and beyond to help the team achieve our goals.

Thank you once again for being an incredible team member. I look forward to continuing our work together and achieving even more great things as a team.

Warm regards,
[Your Name]
[Your Position]