

# Letter of Appreciation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Thank You for Your Volunteer Contributions

Dear [Employee's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for your outstanding volunteer contributions to [specific project or organization] over the past [duration]. Your commitment and dedication have truly made a difference.

Your efforts in [specific activities or roles], have not only advanced our goals but also inspired your colleagues to engage in their own volunteering efforts. The positive impact you've made on the community is commendable and reflects greatly on your character.

Thank you once again for your hard work and dedication. We are lucky to have such a passionate individual on our team.

Sincerely,

[Your Name]

[Your Position]

[Your Company]