

Letter of Appreciation

Date: [Date]

To: [Employee's Name]

From: [Your Name]

Subject: Appreciation for Your Contribution

Dear [Employee's Name],

As you prepare to embark on a new chapter in your career, we want to take a moment to express our heartfelt appreciation for the invaluable contributions you have made during your time with us.

Your dedication, hard work, and positive attitude have not only contributed to our team's success but have also inspired your colleagues. We are grateful for the projects you led, your innovative ideas, and the support you provided to others.

Your presence will be greatly missed, and we wish you all the best in your future endeavors. Please keep in touch, and remember that you will always be part of our family.

Best wishes,

[Your Name]

[Your Position]

[Company Name]