

Letter of Appreciation

Date: [Insert Date]

Dear [Co-worker's Name],

I wanted to take a moment to express my sincere appreciation for the recognition you received for your outstanding work on [specific project or task]. Your dedication and effort do not go unnoticed, and it is inspiring to see your hard work acknowledged.

Your contributions have not only helped the team achieve its goals but have also set a high standard for excellence within our department. Your ability to [mention specific skills or qualities] is truly commendable.

Thank you for being a wonderful colleague and for your continuous support. I look forward to collaborating with you on future projects.

Best regards,

[Your Name]

[Your Position]