

Letter of Gratitude

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am writing to express my heartfelt gratitude for your outstanding service and dedication to our team. Your hard work and commitment have significantly contributed to our success, and I want to take a moment to acknowledge your efforts.

Your ability to [mention specific skill or contribution] has not gone unnoticed, and it has made a positive impact on our work environment. We are fortunate to have someone as talented and reliable as you on our team.

Thank you once again for your exemplary service. I look forward to seeing your continued success and contributions in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]