

Letter of Appreciation

Date: [Insert Date]

To: [Administrative Assistant's Name]

From: [Your Name/Your Title]

Subject: Appreciation for Your Contributions

Dear [Administrative Assistant's Name],

I hope this message finds you well. I am writing to express my sincere appreciation for the tremendous support and dedication you have shown in your role as our administrative assistant.

Your attention to detail and organizational skills have greatly contributed to the smooth operation of our team. The efficiency with which you handle tasks and coordinate projects has not gone unnoticed, and we are grateful for your commitment.

Thank you once again for your hard work and dedication. You truly make a positive difference in our workplace.

Warm regards,

[Your Name]

[Your Title]

[Your Contact Information]