

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Driver's Name]

[Driver's Address]

[City, State, Zip Code]

Dear [Driver's Name],

I am writing to express my sincere appreciation for your exceptional service as a truck driver at [Your Company]. Your reliability, dedication, and professionalism have greatly contributed to our operations and success.

Your ability to consistently deliver goods on time, while maintaining safety standards and excellent communication with our team, has not gone unnoticed. We value the commitment you bring to your role, and it sets a great example for your fellow drivers.

Thank you once again for your hard work and dedication. We are grateful to have you as part of our team and look forward to many more successful deliveries together.

Sincerely,

[Your Name]

[Your Position]

[Your Company]