

Dear [Employee's Name],

As the holiday season approaches, I want to take a moment to express my heartfelt appreciation for your unwavering dedication and hard work throughout the year.

Your exceptional service has made a significant impact on our team and the company as a whole. Your commitment to excellence and your positive attitude have not gone unnoticed.

During this festive season, I hope you take the time to relax and enjoy the company of loved ones. Thank you for being such an integral part of our success.

Wishing you a wonderful holiday filled with joy and happiness!

Sincerely,

[Your Name]

[Your Position]

[Your Company]