

**Dear [Staff Member's Name],**

As the [season/holiday] approaches, we want to take a moment to express our heartfelt appreciation for your hard work and dedication this season.

Your contributions have made a significant impact on our team and the overall success of our operations. Your commitment to excellence and your positive attitude have been truly inspiring.

Thank you for your efforts and for being an integral part of our [Company/Organization Name]. We look forward to working together in the future and hope you enjoy a well-deserved break this [season/holiday].

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]