

Letter of Appreciation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for your assistance in connecting me with employment opportunities. Your support and guidance played a pivotal role in helping me secure my position at [Company/Organization Name].

Thank you once again for your generosity and kindness. I look forward to staying in touch and hope to make you proud in my new role.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]