

Letter of Appreciation

Date: [Insert Date]

Dear [Coworker's Name],

I hope this message finds you well. I wanted to take a moment to express my sincere appreciation for your thoughtfulness and support over the past few months. Your considerate nature and willingness to lend a helping hand have not gone unnoticed.

Whether it's brainstorming ideas during meetings or offering assistance on projects, your efforts have made a significant difference in our team's success. Your positive attitude is contagious, and you inspire those around you to strive for excellence.

Thank you for being such a fantastic coworker. I am grateful to have the opportunity to work alongside you.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company]