

Letter of Acknowledgment

Date: [Insert Date]

To: [Coworker's Name]

From: [Your Name]

Subject: Acknowledgment of Support

Dear [Coworker's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt appreciation for the support you have provided me during [specific project or situation]. Your guidance and encouragement made a significant difference, and I am truly grateful for everything you've done.

Your dedication to teamwork and your willingness to lend a helping hand have not gone unnoticed. It has been a pleasure working alongside you, and I'm looking forward to collaborating on future projects.

Thank you once again for being such a supportive and inspiring coworker.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]