

# Letter of Appreciation

Date: [Insert Date]

To: [Assistant's Name]

Dear [Assistant's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for the exceptional support and dedication you have shown as my personal assistant.

Your ability to manage my schedule efficiently, coordinate meetings seamlessly, and handle various tasks with professionalism has made my day-to-day responsibilities much more manageable. Your keen attention to detail and proactive approach have not gone unnoticed, and I am truly grateful for the positive impact you have had on my work.

Thank you for your hard work, commitment, and for constantly going above and beyond. I feel fortunate to have you on my team.

Warm regards,

[Your Name]

[Your Position]

[Your Company]