

Letter of Gratitude

Date: [Insert Date]

Dear [Assistant's Name],

I hope this message finds you well. I want to take a moment to express my heartfelt gratitude for your unwavering dedication and support as my personal assistant. Your ability to manage tasks seamlessly and anticipate my needs has made a significant difference in my daily workflow.

Your attention to detail and commitment to excellence do not go unnoticed. It is a pleasure to work with someone who is not only professional but also genuinely cares about their work.

Thank you once again for everything you do. I truly appreciate you and look forward to continuing our successful collaboration.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]