

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I want to take a moment to express my sincere appreciation for the feedback you provided during your recent performance evaluation.

Your insights into your own performance and the goals you've set for yourself demonstrate a deep commitment to your personal and professional growth. I value your dedication and the effort you've put into your work.

Thank you for your hard work and the positive impact you have on our team. I look forward to seeing your continued success and contributions in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Company]