

Holiday Thank You Letter

Date: [Insert Date]

Dear [Employee's Name],

As we approach the holiday season, I want to take a moment to express my heartfelt gratitude for your exemplary performance throughout the year. Your dedication, hard work, and positive attitude have not gone unnoticed and have made a significant impact on our team.

Your contributions have helped us achieve our goals and have set a great example for others. I truly appreciate your commitment and all the extra efforts you put in.

Once again, thank you for everything you do. I hope you have a wonderful holiday season filled with joy and relaxation.

Warm regards,

[Your Name]

[Your Position]

[Your Company]