

# Letter of Acknowledgment

Date: [Insert Date]

To: [Co-worker's Name]

From: [Your Name]

Subject: Acknowledgment of Assistance

Dear [Co-worker's Name],

I hope this message finds you well. I wanted to take a moment to express my heartfelt gratitude for your invaluable support and guidance during [specific project or task].

Your expertise and willingness to assist me have greatly contributed to my understanding and the overall success of the project. I truly appreciate the time and effort you dedicated to helping me navigate through the challenges we faced.

Thank you once again for being such a fantastic colleague. I look forward to collaborating with you on future projects.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]