

Letter of Appreciation

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip]

[Part-time Staff's Name]

[Part-time Staff's Address]

[City, State, Zip]

Dear [Part-time Staff's Name],

I hope this message finds you well. I am writing to express my heartfelt appreciation for the contributions you have made to our team over the past [time period]. Your dedication, hard work, and positive attitude have not gone unnoticed.

The skills and insights you bring to your role have been invaluable. Your efforts in [specific project or task] have significantly helped us to achieve our goals, and your willingness to assist your colleagues showcases your team spirit.

Thank you once again for your commitment and hard work. We are truly grateful to have you as part of our team, and I look forward to seeing your continued growth and success with us.

Warm regards,

[Your Signature (if sending a hardcopy)]

[Your Printed Name]

[Your Title]