

Letter of Appreciation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Appreciation for Your Impact as a Temporary Employee

Dear [Employee Name],

I hope this message finds you well. I wanted to take a moment to express my sincere gratitude for the exceptional work you have done during your time with us.

Your dedication, professionalism, and positive attitude have not gone unnoticed. The impact you have made on our team and organization is truly remarkable, especially considering the temporary nature of your role. Your ability to adapt quickly, learn new processes, and contribute effectively has been invaluable.

We appreciate the fresh perspectives and ideas you brought to our projects, and the support you provided to your colleagues. Your commitment to excellence greatly enhanced our workflow and productivity.

Thank you once again for your hard work and dedication. We wish you all the best in your future endeavors, and we hope our paths cross again.

Warm regards,

[Your Name]

[Your Position]

[Your Company]