**APPRECIATION LETTER**

***DD/MM/ YYYY***

***First and Last Name***

***Employee ID***

***Designation***

***Location***

Dear ***(employee’s name)***,

I/ we would like to formally and sincerely express my/ our gratitude for the amazing work you accomplished ***(insert what the employee did that deserves recognition).***

Your ***(insert the employee’s admirable qualities that directly contributed to their achievement)*** are impressive and show exceptional discipline and dedication to this company.

Your actions directly impacted the company by ***(insert how the employee’s actions benefited the team or company on a greater level)***. I/ we want you to know that I/ we value the amount of effort you have put into your work. You are significantly appreciated as a part of this team/ Organization.

Once again, thank you for your hard work. I/ we look forward to seeing your future achievements and successes!

Sincerely,

***Name and Signature of Authorized Signatory***

***Designation***

***Name of the Organization***