**SAMPLE APPRECIATION LETTER**

Dear XYZ,

I am writing this letter to thank you for your assistance during the rush hours. It is difficult to manage the projects alone in the absence of co-workers. However, you had been such a delight when you participated in filling out the forms. These forms usually require three to four hours to complete; however, you were able to complete them within a short span of time.

Your creative thinking and dedication is an asset. I would highly recommend the firm to consider you a regular employee. There is an increase in the overall output during your presentation. I really wish to see you working with us.