**SAMPLE APPRECIATION LETTER**

**Team Manager-Revenue Accounting Department**

**Address**

**DATE**

**Subject**: APPRECIATION LETTER TO BOSS

Dear, Sir

Please accept my hearties congratulations for becoming the new Team Manager of our Revenue Accounting Department. The entire team members are very happy with this news and I am writing this letter on behalf of our entire team.

You always maintained the easy and cool environment on the work place because of which we could have achieved our production and accuracy criteria. We all are very pleased and honored to have you as our team leader and now as our team manager.

The success and achievement you had received today is highly appreciable by us once again many congratulations to you. Hope to expect the same behavior from you as new team manager.

Thanking You

**Yours truly,**

###### XXX