**SAMPLE APPRECIATION LETTER**

Hi **[employee’s name]**,

I just wanted to say thanks for your help with **[insert what the employee did that deserves recognition]**.

Your **[insert the employee’s admirable qualities that directly contributed to their achievement]** clearly showed!

The time and effort you put in [insert how the employee’s actions benefited the team or company on a greater level]. We truly couldn’t have done it without you!

Thanks again!

Sincerely  
**[Your first name]**