**SEMI-FORMAL APPRECIATION LETTER TEMPLATE**

Dear **[employee’s name]**,

I want to thank you for the amazing work you did with **[insert what the employee did that deserves recognition].**

Your **[insert the employee’s admirable qualities that directly contributed to their achievement]** shows just how disciplined you are and how much you care about this team.

Your work led to **[insert how the employee’s actions benefited the team or company on a greater level]**. I want you to know you are valued on this team. We are so lucky to have you!

Thanks again for all your hard work. I can’t wait to see your future achievements and successes!

Sincerely,  
**[Your first and last name]**