[NAME OF ADDRESSEE]

[JOB POSITION]

[NAME OF COMPANY]

[COMPANY STREET ADDRESS]

[CITY, STATE]

[DATE]

Dear [NAME OF ADDRESSEE],

Thank you very much for all the support that you have shown me and my company during a difficult financial crisis. I am deeply grateful not only for helping me through my workload, while I was away but also for checking in on me from time to time.

Having an employee such as yourself allowed me to focus on the company’s needs, which is a position that I shall not forget. I appreciate all of that you’ve done for me and the company. Truly, employees like yourself are such a treasure for each company to have.

[DISUSS ADDITIONAL DETAILS AS NECESSARY]

Sincerely,

[NAME OF SENDER]

[COMPANY NAME]

[ONTACT DETAILS]