



## Thank You Letter

[DATE]

[SENDER'S RETURN ADDRESS]

[RECIPIENT'S NAME]

[RECIPIENT'S ADDRESS]

Dear Mr./Ms./Mrs. \_\_\_\_\_

Greetings!

I would like to extend and show my sincere gratitude and appreciation for the [TYPE OF GIFT] that the company provided me last [DATE]. I am truly grateful and happy for the said gift. I can use it in so many ways. I can truly say that the company never forgets to appreciate and recognize my hard work and efforts. Again, thank you very much and I wish you all the best.

Warm regards,

[SENDER NAME AND SIGNATURE]

[SENDER'S CONTACT INFORMATION]