



## Thank You Letter

[DATE]

To:

[NAME OF BOSS]

[DESIGNATION]

[DEPARTMENT]

Dear [sir/madam],

I would like to thank you for the [GIFT ITEM] you gave me last [DATE]. It was such a pleasant surprise to have received a wonderful gift from someone I truly look up to. This blessing will not go in vain, as it is very important to my work, and I hope to be able to repay this act of kindness from you by taking further strides to improve my work. Again, thank you for the good thoughts. My gratitude does not end here.

All the best,

[NAME OF EMPLOYEE]

[DESIGNATION]

[DEPARTMENT]