



Thank You Letter

[NAME OF COMPANY]
[ADDRESS OF COMPANY]
[COMPANY CONTACT DETAILS]

[MONTH DAY YEAR]

[NAME OF RECEIVING EMPLOYEE]
[EMPLOYEE TITLE/POSITION]
[DEPARTMENT NAME]

Subject: Thank you

Dear Mr./Ms./Mrs. [EMPLOYEE SURNAME],

On behalf of the management of [NAME OF COMPANY], I would like to extend our gratitude and appreciation for your exemplary efforts and utmost sincerity in delivering your assigned tasks. Your ideas have contributed greatly to the company's creation of effective strategies to achieve its goals and objectives this year.

We value your dedication and contribution. Thank you!

Sincerely,

[NAME OF SENDER]
[JOB TITLE/POSITION]
[DEPARTMENT NAME]