From,

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_ (date of writing the letters)

To,

\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_\_

Dear Ms./Mr. \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the employee),

You work efforts for the growth and development of the organization are admirable. We acknowledge your dedication and hard work to accomplish the given targets. Your assistance and co-operation as an effective team member during any teamwork assignments is worth mentioning. We appreciate your commitment towards our organization as well as towards the work.

A (mention the reward if any) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as a token of appreciation is an acknowledgement of your abilities. We hope that you will inspire others in our organization and we wish you all the success in future.

We thank you for your dedication and efforts.

Best regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the authority)