Dear <Employee Name>

Many, many thanks for your outstanding leadership that helped the team accomplish its key corporate goals. The innovative strategies you introduced is nothing short of legendary. You demonstrated such a great job, indeed!

I hope you know how much the management and your colleagues truly appreciate and recognize your exemplary performance and stupendous contribution to the company. We pride on you commitment and honesty reflecting right from the very first day of your joining. We hope you would surely continue contributing to the organization's growth in the coming days too.

Warm regards,

<Senior's Name>