

[Your Name]
[Your Position/Department]
[Date]

[Colleague's Name]
[Colleague's Position/Department]

Dear [Colleague's Name],

I am writing to express my sincere appreciation for your outstanding contributions and dedication. Your hard work and positive attitude continuously inspire the team and make a significant difference in our workplace.

Thank you for being such a valuable colleague. Your efforts are truly recognized and appreciated.

Keep up the excellent work!

Sincerely,
[Your Name]