

Date: \_\_\_\_\_  
To: \_\_\_\_\_  
Department: \_\_\_\_\_

Dear \_\_\_\_\_,

I would like to take this opportunity to express my sincere appreciation for your outstanding contributions to our team and organization.

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

Your dedication, hard work, and commitment have not gone unnoticed. Thank you for your continued efforts and valuable presence.

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

Sincerely,

\_\_\_\_\_  
Name  
Title