

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.

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

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Sincerely,

\_\_\_\_\_

Name

Title