[DATE]

Contact Name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: LETTER OF APPRECIATION**

Dear [CONTACT NAME],

Your eagerness and your ability to inspire your employees have resulted in a substantial growth in profitability and productivity in [DEPARTMENT]. [YOUR COMPANY NAME] is very pleased to have you among our talented team. We truly appreciate your hard work and effort.

You would certainly be a prime candidate if we had an award to give. Please accept my sincerest admiration for the fine job you are doing.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]