

Thank You letter for Appreciation: Appreciation is a sign of support and motivation for someone who has put in efforts to make something possible for someone else. A word of appreciation can be for a project, educational assignment, interview, personal help or any other way of doing something important. However, sometimes, you may not be able to be there in the form of a person to express your appreciation and thank you to someone who has done something special and important for you in a matter of concern. So, an appropriate way of sending across your appreciation is by writing a thank you letter.



It is the best way to show your appreciation through words that have a special meaning for the recipient. A thank you letter expresses your words in the best way and also enables you to express your message in the best possible way. Be it thanking a colleague, client or friend; a thank you letter is the best way to send across your message and maintain a strong and cordial relationship. It is also beneficial to have a look at the samples and formats that will help in writing an effective letter.

Thank You Format for Appreciation

Volunteer thank you letter appreciation

To,

Name of the receiver

Address

Contact details

Date – DD/MM/YYYY

From,

Name of the receiver

Address

Contact details

Subject: _____

Dear _____,

Hi! Hope you are doing great.

I _____ (mention your name) working as _____ (designation) with _____ (company name) would like to thank you for being with us as a volunteer for _____ (mention the project/organization/institute). We would like to extend our gratitude for you to be a volunteer with us and helping us in running things smoothly.

We are also grateful to you in putting the efforts that have made it possible for us to improve the overall performance of _____ (project/assignment) and the organization. All your efforts and hard work have been greatly appreciated and we also look forward to your volunteer and services for the organization in the future.

It has been a pleasure to associate with you and working on this project.

Best regards,

Your name

Thank You Letter Sample with Example

Thank You Letter Appreciation For Teacher

Eleanor Jennings
9631 Semper Ave
Astoria NJ 66309
(906) 217-1470

11-11-2002

Ezra Duffy
Ap #782-7348 Dis Rd.
Austin KY 50710

Subject: (*****)

Dear Ezra Duffy,

I Eleanor Jennings student of ----- (class/grade/batch) would like extend my thanks and gratitude towards you _____ (reason for thanking). After being your student for over an -----, I can proudly say that I have earned so many things from you and also it made me a better person in facing the overall situations in life.

Also I want to thank you for _____ (reason for thanks in detail).

With regards,
Eleanor Jennings

Thank You Letter Appreciation To a Friend

Haviva Holcomb
P.O. Box 642 3450 In Road
Isle of Palms New York 03828
(896) 303-1164

11-11-2002

McKenzie Hernandez
Ap #367-674 Mi Street
Greensboro VT 40684
(168) 222-1592

Subject: (*****)

Dear McKenzie Hernandez,

Hi! Hope you are doing great.

I would like to say that you have been a great friend or support to me in the most important and difficult time of my life. I can say that I am fortunate to have a friend like you in my life and I also wish that our friendship goes a long way in life and we continue to be a great support to each other in life. I am writing this letter to thank you for being a great support to me in life during ———— (mention the phase of the life) and your quick and timely support has made it possible for me to come out of that situation in the best possible way.

Hope you like it.

Please stay in touch forever.

Take Care.

Haviva Holcomb

Thank You Letter For Customer/Client Appreciation

Haviva Holcomb
P.O. Box 642 3450 In Road
Isle of Palms New York 03828
(896) 303-1164

11-11-2002

McKenzie Hernandez
Ap #367-674 Mi Street
Greensboro VT 40684
(168) 222-1592

Subject: (*****)

Dear McKenzie Hernandez,

Hope you are doing great!

I Haviva Holcomb have been your customer/client since ——— (mention the time) would like to thank you in being a great association for ——— project/organization. Your support and efforts for our venture are highly appreciated because they have contributed to making our team effective and project completed successfully.

Your efforts for contributing to the success of the projects are highly appreciated and we would like to thank you once again for all your efforts and time.

We would like to wish you all the best in your future endeavors.

Yours sincerely,

(Your Signature)

Haviva Holcomb

Thank You Letter For Employee Appreciation

Dale Griffin

P.O. Box 854 8580 In Ave

Revere South Dakota 43841

(639) 360-7590

11-11-2002

Blythe Carroll

7709 Justo. Ave

Princeton TX 77987

Subject: (*****)

Dear Blythe Carroll,

I Dale Griffin working as ——— (mention designation) in the

----- (mention the name of the department) would like to extend your gratitude and appreciation for extending your support and efforts in being a great team player and working individual. Your diligence and self-motivation to go the extra mile in order to achieve the best possible results for the team and project are highly appreciated. It would also be appropriate that you can help in achieving the best possible results for the recently completed project/assignment.

The management has also noticed the effort and work that you have been putting in and also the amount of hard work that has been added by you. So, we would appreciate all your efforts and hard work that has made you an excellent team player and would appreciate your continuous support in all the future projects/assignments.

Yours sincerely,
(Your Signature)
Dale Griffin

Thank You Letter For Staff Appreciation

Cara Whitehead
4005 Praesent St.
Torrance Wyoming 22767
(725) 757-4047

11-11-2002

Sonya Ray
Ap #315-8441 Eleifend Street
Fairbanks RI 96892

Subject: (*****)

Dear Sonya Ray,

We at ----- (company name) believe that a great company works well only when you have a great team and staff at your service. We are proud to say that we have an effective team

and great staff to serve us at all the times. We would like to extend our appreciation for an amazing work done by the entire staff during ----- (mention the time) for the ----- (mention the project/assignment name). The endless hours, brainstorming sessions and discussions have given a fruitful effort in all the ways of working.

The diligence, self-motivation as well as the dedication of the entire team/staff have been a source of inspiration for the rest of the team.

Thank you once again for all your effort.

Best regards,
Cara Whitehead

Thank You Letter For Certificate of Appreciation

Hyatt Kramer
1011 Massa Av.
Kent ID 63725
(659) 551-3389

11-11-2002

Howard Hayden
P.O. Box 847 8019 Facilisis Street
Joliet SC 73490
(287) 755-9948

Subject: (*****)

Dear Sonya Ray,

Hope you are doing great.

At ----- (mention company/institute name), we would like to extend our token of appreciation for associating with us since ----- (mention the time). Your efforts and hard work are highly appreciated to bring out the best results for the project /assignment.

We would like to appreciate all your efforts and hard work for the project/assignment and also value your support and dedication towards us. We hope to have a continuous association with you in the future as well.

Yours truly,
(Your Signature)
Hyatt Kramer

Thank You Letter Template For Appreciation in PDF and Word (doc.) Format:

THANK YOU LETTER FOR EMPLOYEE APPRECIATION

Dale Griffin
P.O. Box 854 8580 In Ave
Revere South Dakota 43841
(639) 360-7590

11-11-2002

Blythe Carroll
7709 Justo. Ave
Princeton TX 77987

Subject: (*****)

Dear Blythe Carroll,

I Dale Griffin working as ----- (mention designation) in the -----
----- (mention the name of the department) would like to extend your
gratitude and appreciation for extending your support and efforts in being a
great team player and working individual. Your diligence and self-motivation
to go the extra mile in order to achieve the best possible results for the team
and project are highly appreciated. It would also be appropriate that you can
help in achieving the best possible results for the recently completed project/
assignment.

The management has also noticed the effort and work that you have been
putting in and also the amount of hard work that has been added by you. So,
we would appreciate all your efforts and hard work that has made you an
excellent team player and would appreciate your continuous support in all the
future projects/assignments.

Yours sincerely,
(Your Signature)
Dale Griffin



[PDF](#) | [WORD](#)

THANK YOU LETTER FOR CUSTOMER APPRECIATION

Haviva Holcomb
P.O. Box 642 3450 In Road
Isle of Palms New York 03828
(896) 303-1164

11-11-2002

McKenzie Hernandez
Ap #367-674 Mi Street
Greensboro VT 40684
(168) 222-1592

Subject: (*****)

Dear McKenzie Hernandez,

Hope you are doing great!

I Haviva Holcomb have been your customer/client since -----
(mention the time) would like to thank you in being a great association for
----- project/organization. Your support and efforts for our
venture are highly appreciated because they have contributed to making
our team effective and project completed successfully.
Your efforts for contributing to the success of the projects are highly
appreciated and we would like to thank you once again for all your efforts
and time.
We would like to wish you all the best in your future endeavors.

Yours sincerely,
(Your Signature)
Haviva Holcomb



[PDF](#) | [WORD](#)

THANK YOU LETTER APPRECIATION TO A FRIEND

Haviva Holcomb
P.O. Box 642 3450 In Road
Isle of Palms New York 03828
(896) 303-1164

11-11-2002

McKenzie Hernandez
Ap #367-674 Mi Street
Greensboro VT 40684
(168) 222-1592

Subject: (*****)

Dear McKenzie Hernandez,

Hi! Hope you are doing great.

I would like to say that you have been a great friend or support to me in the most important and difficult time of my life. I can say that I am fortunate to have a friend like you in my life and I also wish that our friendship goes a long way in life and we continue to be a great support to each other in life. I am writing this letter to thank you for being a great support to me in life during ----- (mention the phase of the life) and your quick and timely support has made it possible for me to come out of that situation in the best possible way.

Hope you like it.

Please stay in touch forever.

Take Care.
Haviva Holcomb



[PDF](#) | [WORD](#)

THANK YOU LETTER APPRECIATION FOR TEACHER

Eleanor Jennings
9631 Semper Ave
Astoria NJ 66309
(906) 217-1470

11-11-2002

Ezra Duffy
Ap #782-7348 Dis Rd.
Austin KY 50710

Subject: (*****)

Dear Ezra Duffy,

I Eleanor Jennings student of ----- (class/grade/
batch) would like extend my thanks and gratitude towards
you _____ (reason for thanking). After being your
student for over an -----, I can proudly say
that I have earned so many things from you and also it made me
a better person in facing the overall situations in life. Also I want
to thank you for _____ (reason for thanks in detail).

With regards,
Eleanor Jennings



Thank You Letter for Appreciation Template in PDF Format

1. [PDF Template 1](#)
2. [PDF Template 2](#)
3. [PDF Template 3](#)
4. [PDF Template 4](#)

Thank You Letter for Appreciation Template in Word Format

1. [Word \[Doc.\] Template 1](#)
2. [Word \[Doc.\] Template 2](#)
3. [Word \[Doc.\] Template 3](#)
4. [Word \[Doc.\] Template 4](#)