

Appreciation for The Work Done

From,
Lawrence Moreno
935-9940 Tortor. Street
Santa Rosa MN 98804
(684) 579-1879

Date: 01-01-2017

To,
Ina Moran
P.O. Box 929 4189 Nunc Road
Lebanon KY 69409

Subject: A token of appreciation for the work done. [Sample Subject line.]

Dear Ina Moran,

[The body should contain the thank you note which you are sending to your employee. This section should also contain how the employee's deed brought the transformation that the organisation needed. It should be kept precise and should be to the point. Lastly, encourage them to continue their good work. The body should be best stretched to 2-3 paragraphs and the tone should be maintained well.]

Thank You.

Yours sincerely,
(Signature)
Lawrence Moreno

