# 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

BEST
LETTER TEMPLATE