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Appreciation email template

[Subject line: Thank you!]

[Dear employee name,]

[First paragraph: Use this paragraph to mention the specific action or behavior that you are writing to show your appreciation for.]

[Second paragraph: Include a sentence or two about how the employee's help contributed to the team or company and/or how they specifically helped you as the manager.]

[Conclusion paragraph (optional): Write a sentence or two reiterating your thanks.]

[Sincerely,]

[Your name]

[Job title]

Appreciation email example

Subject line: Thank you!

Dear Amber,

I wanted to reach out and personally thank you for all of the help you have contributed to the ABC project.

You have invested not only your work hours but also your own time on weekends to ensure this project was completed on time, and this effort has not gone unnoticed.

Thanks to your help, the project was a success with the client and your contribution was specifically recognized as being exceptional.



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I truly appreciate all of the work you put into this project and I look forward to working with you on the next one.

Sincerely,

Martha Thompson

[Job title]

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