



[Company Logo Delete or Replace]

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Thank you letter templates

1. Hard work/accomplishment thank you

[Date]

[Employee name]

[Title]

[Company]

[Address]

Dear [Name],

I just wanted to write a note expressing my appreciation for the effort you put into [name of the project, accomplishment, task]. You showed a level of excellence that our company greatly appreciates.

I also wanted to express my gratitude for [additional accomplishment].

Thank you again, for the continued effort you contribute to [Name of Company]. It's not going unnoticed.

Sincerely,

[Name]

[Title]



[Company Logo Delete or Replace]

2. Leadership thank you

[Date]

[Employee name]

[Title]

[Company]

[Address]

Dear [Name],

I wanted to write and thank you for your effort in leading the [Name of department, project or initiative]. Your exceptional leadership skills are demonstrated by the performance of your team and the goals they've achieved.

Thanks to your efforts, we have [Improvement made by the company, due to the employee's efforts]. You are an essential part of the [Name of] team, and I'm confident that your colleagues feel as lucky to work with you as I do.

Again, I would like to express how happy I am with the contribution you made. I can't wait to see what you and your team are able to accomplish.

With appreciation,

[Name]

[Title]

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