**Letter of Appreciation**

On behalf of all the employees of [Company Name], please accept my appreciation for the excellent job you and your staff have done over the past several months in [the project or performance the employee is being thanked for]. It was an enormous undertaking but went smoothly and efficiently!

Thanks to your leadership and dedication combined with your staff's teamwork and energy, we are now enjoying [the result of the work]. You and your employees should take great pride in this accomplishment.

During the next few days I hope to personally thank each member of your team. In the meantime, please pass along my gratitude and that of all the employees of [Company Name].

Sincerely yours,   
  
  
(President or CEO)