Appreciation Letter

Issued and signed by the company. The employee receives a copy.

ORGANISATION | REF. NO. | DATE

ADDRESS

To

NAME | DESIGNATION / ORGANISATION

ADDRESS

Subject: Letter of appreciation

EMPLOYEE NAME | TEAM

WHAT WE ARE RECOGNISING

REWARD (IF ANY)

We want to thank you for the contribution described above. Your effort and attitude made a real difference to the team and to our customers, and it has not gone unnoticed.

A copy of this letter will be placed in your personnel file. Keep up the great work.

SIGNATORY NAME | DESIGNATION

Company

SIGNATURE

PRINTED NAME | DATE