XXX

Address

DATE

Subject: Employee appreciation letter.

Dear XXX,

I am writing this letter behalf of the management of Holy Cross Services Pvt. Ltd. I want to appreciate you for the hard work which helped in completing the project on time. We are aware that it was very difficult to complete the project on time after initial hiccups. With your intelligence and effective role you have set an example for other employees as well. Thank you so much for your efforts.

It’s really commendable to see how you organize your time and inspire your team members to move forward. Keep it up with your outstanding performance. Wish you all the best for your future endeavors.

Thanks & Regards,

Yours Truly,

XXX