

<<Date>>

<< Name of the Employee >>

<<Address>>.

Dear <<Calling Name>>,

Salutation to a true <Company Name> Member

We would like to express our heartfelt gratitude to you for your energetic contribution paid on the <<Reason for Appreciation>> in year <<Year>>.

This important milestone in your career represent an opportunity to acknowledge your accomplishment and dedication to our mission, vision and core value of service, dignity and respect paid. The great effort contributed by you made a successful achievement overcoming the calamity situation of the project.

I hope this memorable landmark will encourage you to scope up the future challenges with the successful achievements.

Thank you again for your dedication and we look forward to enjoying many more productive years together with you.

Thank you

Yours sincerely,

.....
<< Name>>

General Manager

<<Company Name>>