**Subject - Letter of appreciation**

Dear Mr./Mrs. [name],

I would like to formally recognize all the hard work and dedication you’ve put into completing [project/task]. Due to your consistent efforts, the project is what it is today and that led to the positive results we were hoping for.

On behalf of [company name, board members, etc.], we would like to formally thank you for your hard work and we would like to let you know that we highly value your contribution and your continued dedication to your job.

We are very grateful to have you as a member of our team and we wish to continue to see you thrive within our organization.

Best regards,

[Name and job title]