**Employee Appreciation Email Format**

**1.) Formal Employee Appreciation Email**

| Subject: Thank you for your hard work and dedication.  Dear [name of employee],  I'd like to formally and genuinely thank you for the fantastic work you did [insert anything the employee did that deserves praise].  Your [insert the employee's good traits that directly contributed to their success] are amazing, and you demonstrate exceptional discipline and commitment to this organization.  Your actions had a direct influence on the organization because [write how the employee's actions helped the team or the company as a whole]. I'd like to express my gratitude for the time and effort you've put into your work. As a member of our group, you are greatly valued.  Thank you once more for your efforts. I'm excited to witness your future accomplishments and victories!  Sincerely,  [Your Name and Signature] |
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**2.) Semi-formal Employee Appreciation Email**

| Subject: Thank you for your hard work and dedication.  Dear [name of employee],  I'd like to express my gratitude for the fantastic work you did with [insert anything the employee did that deserves praise].  Your [insert the employee's outstanding traits that directly contributed to their success] demonstrates your discipline and commitment to this team.  Your efforts resulted in [insert how the employee's activities benefited the team or company]. I want you to know how important you are to our group. We are extremely fortunate to have you!  Once again, thank you for all of your efforts. I'm looking forward to seeing your future accomplishments and victories!  Sincerely,  [Your name and signature] |
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