To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Appreciation Letter to Colleague for Helping at Work**

Dear [Name of Colleague],

I am writing this letter to appreciate you for your assistance that made me able to achieve my target on time. I want to formally thank you for being such a great help to me at the hour of need.

Having colleagues like you at work is just a blessing in disguise. Your expertise and experience were not only a great help but it was a great learning experience for me as well. I must admit that if you were not there for my assistance, I would not be able to complete my task on time.

So accept my heartiest appreciation and in case you ever need my help, it would be an honor for me to be of any assistance to you.

Best Regards.

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Address]