To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Appreciation Letter to Employee**

Respected Sir/Madam,

I am writing this letter to formally acknowledge and appreciate your efforts and devotion for the company. The endless efforts that you have put in your work are simply amazing.

As a result of your hard work and dedication, the company has been able to maximize its profits as well as the productivity. Your devotion has also motivated other employees of the company to work hard and give their best to the companies.

I hope so that you will keep up the good work and will continue to put efforts for the organization.

Best Regards.

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Signature]