To,

[Name of Department Head/Manager]

[Company Name]

Date:

**Subject: Feedback Letter to Appreciate the Efforts of Department Head/Manager**

Respected Sir/Madam,

It gives me pleasure to write this letter on behalf of the [mention department name] department, to extend our thanking to Mr./Mrs.[mention Department Head/Manager name] for being our mentor and leader of our department. It’s your leadership qualities and motivation with which we have been to achieve our desired goals by the end of this financial years.

We appreciate your efforts behind our back while leading us from the front. Your motivational and organizational skills have always led us to achieve our financial targets and meet work deadlines.

Thanking you again in anticipation. It’s really an honor and pleasure for all the members of [mention department name] department to work with a competent person like you.

Best Regards,

Sincerely,

[Sender Name]

[Sender Designation]

[Sender Signature]