

Employee Appreciation Letter

This package contains:

1. Instructions & Checklist for an Employee Appreciation Letter
2. Employee Appreciation Letter

Instructions & Checklist for Employee Appreciation Letter

- This package contains (1) Instructions & Checklist for Employee Appreciation Letter; and (2) Employee Appreciation Letter;
- This form is designed to assist you in drafting a letter for when you wish to send a letter of appreciation to an employee.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

As a valued member of my team, I wanted to take this opportunity to thank you for your hard work and dedication.

Throughout the years, I have had the opportunity to work with many people. However, you stand out as an employee who has never wavered in your committed to excellence. I have admired your strong work ethic and personal integrity.

In particular, I appreciated your work on [Briefly Describe a Recent Project]. Employees like you make my work all the more rewarding and enjoyable.

Again, thank you for all you do as a part of [Company Name].

Sincerely,

[Your Name]