

Sender's Address

Sender's Email Address

Date

Receiver's Name

Receiver's Job Title

Name of the Company/ Organization

Address of Company/ Organization

Subject: Thank You letter

Dear Sir/ Madam,

With this letter, I would like to thank you for sending me such a lovely and delightful gift for Christmas. I would like to thank you again for your guidance and leadership. Thank you, Boss, and wish you a Merry Christmas and a peaceful and joyful holiday season.

I feel honored to work under you as there is always so much to learn from you. Thank you for extending your help to me whenever I needed it throughout the year. Once again, thank you so much for sending such a meaningful Christmas gift and for being an awesome boss always.

I wish you and your loved ones a prosperous New Year!

Sincerely,

(Signature)

Sender's Full Name