

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note for Working Remotely

Dear _____ (Name of the Recipient)

Through this letter, we at the _____ Firm (Name of Firm) would like to extend our sincere thanks to you for working remotely and completing all the tasks on time. We appreciate you for taking up all the tasks promptly and completing them on time. We are all aware about the difficulties that the pandemic has put us through. You have been strong enough during this time and have not let your work get affected. We appreciate you for the same.

Working remotely is not easy but you have made sure that all the work gets completed on time. You have also managed the team well and delivered all projects well. Thank you for not letting the pandemic come into your way and always leading our company on the path of success. We are grateful for your support.

Sincerely,

(Signature)

Sender's Full Name

