

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note

Dear _____ (Name of the Recipient)

We want to thank you for being associated with our company during these tough times. The pandemic has been challenging for everyone but you have not let your strength get shattered. Thank you for working for us and for contributing to the company with your ideas and work.

We appreciate your contribution towards the _____ Company (Write the name of the company). As a token of appreciation, we are sending a _____ Coupon worth _____ (Mention the details of the gift). We hope you like this small gift from us. Stay safe and stay healthy.

Sincerely,

(Signature)

Sender's Full Name

