

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)

Through this letter, we would like to thank you for your time and hard work. We appreciate your work and are grateful for your association with us. Thank you for choosing to be a part of the _____ family during this pandemic. Having a motivated employee like you is our privilege and we appreciate you for giving your best.

To help you and your family during these tough times, we are sending a small gift. We have attached a _____ Voucher worth _____ (Mention the details of the gift). We hope this small token of appreciation from us will be helpful to you. We hope things get better soon and we get to meet in the office premises soon. Until then, stay healthy and safe!

Sincerely,

(Signature)

Sender's Full Name

