

Dear (Name of Employee)

Designation and Department

I would like to thank you for your excellent performance at work, and let you know that your hard work is greatly appreciated. Owing to the commitment and dedication to work you've put in, the company has been able to yield positive results in the last quarter/last half of the year/ last year.

I hope you continue to put in hard work, in the same way that you have, and bring in more success for the company.

Yours Truly

(Your Name)

(Designation)

