

Dear (Name of Employee 1, followed by designation and office, Name of Employee 2, followed by designation and office, and so on),

I would like to thank you for the hard work you've put in, which has yielded great results for the company. I would like you to know that your commitment to work is appreciated. I hope that you will continue to put in the same kind of hard work, that you have put forward so far.

Yours Truly

(Your Name)

(Designation)