DATE

Subject: Job appreciation letter.

Dear XXX,

Your enthusiasm and your ability to motivate others has resulted in a significant increase in the company’s productivity and profitability.

Our company appreciates your efforts and the assistance you offer to your co-workers. You have earned the respect of both your superiors and your peers. Two months ago the time you join I still remember that date, our stock records and bank reconciliation status was in a total mess. Thanks to you if you will not here then we can’t give our tax in time.

Please accept my sincerest gratitude for your superior work in the service department.

Yours Faithfully,

**XXX**