

Letters.org

APPRECIATION LETTER

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Introduction

Appreciation letters are written to express your gratitude towards the other person on his achievements or contribution. They can be written in any situation whether it is personal or professional. Mostly appreciation letters are considered as good professional gestures in which an employer or an employee appreciates the other person for his contribution. By appreciating someone, we are increasing the self confidence of the person and also motivating him to perform much better.

Appreciation Letter Tips

Following points should be considered for writing an appreciation letter:

- Firstly it is vital to appreciate the other person with true sincerity and genuinity.
- It is worth mentioning in your letter about the contributions or achievements made by the other person and how it has proved beneficial to you.
- Tone of the letter should be formal, but leave a personal impact in the reader's mind.
- As a token of appreciation, you must enclose a gift with the letter. It too acts as a motivational force.
- Once you have completed writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Appreciation Letter

To,

Mr. Abraham Roosevelt

Advertising Manager

Creative Media Pvt. Ltd.

Florida

Date (Date on which letter is written)

From,

Graham Lincoln

Managing Director

Creative Media Pvt. Ltd.

Sub: Letter of appreciation

Dear Mr. Roosevelt,

I was just watching the commercial of Bells Inc. and was surprised to know that the concept was designed by you in such a short span of time. I am truly impressed by your work and appreciate the efforts you have put in accomplishing this task. I appreciate the way you handled this campaign and projected it in such a professional way.

As a token of appreciation, I would like to offer you a bonus of \$3000 and two days paid leaves from the company side. Do spend some time with your family. I once again congratulate you for such a wonderful job.

Yours truly'

Graham Lincoln

Appreciation Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear _____ (Name of the person),

I am writing this letter to extend my heartiest appreciation towards you for.....(cite reason of appreciation). You have benefited us and have always worked towards the progress of this organization. I truly appreciate the professionalism by which you handle(cite specific examples) and take prompt action. With this attitude of yours, customers have started developing their trust in us again. All credit goes to you.

As a token of appreciation, management has decided to offer you bonus of _____(amount) and I hope that you will continue your spirit in the same way in future also.

Yours truly'

(_____)

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