

## APPRECIATION THANK YOU LETTER

### **Included:**

Introduction

Appreciation Thank You Letter Tips

Sample Appreciation Thank You Letter

Appreciation Thank You Letter Template

## Introduction

The objective of writing this letter is to thank the concerned person for his appreciation on your achievements. Like personal relations, professional relations are also like that of give and take situations. It is your professional responsibility to thank your employee if he has written an appreciation letter addressed to you. By doing so you are expressing professionalism and generosity towards your employee.

## Appreciation Thank You Letter Tips

Following points should be considered for writing an appreciation thank you letter:

- Firstly it is vital to thank the person for his appreciation with sincerity and genuinity.
- You must clearly mention in your letter that how his appreciation has increased you motivational level and zest to work harder.
- Tone of the letter should be formal and polite.
- Letter should be brief and concise.
- Once you have completed writing the letter, please recheck the same for spelling mistakes or grammatical errors.

## Sample Appreciation Thank You Letter

To,

Mr. Frederick D Souza

Senior Manager (HR)

ABC Consulting Solutions

Florida

Date (Date on which letter is written)

From,

Peter Harrison

Accounts Executive

Sub: Thanks for the appreciation

Dear Mr. D Souza,

It is really an honor for me to receive an appreciation letter from you on my consistent performance throughout the year. I am truly overwhelmed when I was also offered performance bonus with the letter. I can't express in words as to how much I am obliged to you. Now I have understood that why the employees working here are always motivated. It's all because of employees like you. Your professional approach in dealing with them and appreciating them for their efforts make them stay in your organization for such a long period of time.

I once again would like to whole heartedly thank you for your appreciation and I assure you that I will maintain this consistency for the coming years also.

Thanking you,

Yours sincerely'

Peter Harrison

## Appreciation Thank You Letter Template

To,

\_\_\_\_\_

Date (Date on which letter is written)

From,

\_\_\_\_\_

Dear Mr. \_\_\_\_\_ (Name of the person),

I am writing this letter to express my feeling of pride in working in your organization and would also like to extend my gratitude towards you for appreciating my efforts in completing the project on time and that too in an efficient way. I am so much grateful to you for honoring my efforts and offering me a performance bonus of \$ \_\_\_\_\_ (amount).

Your appreciation has increased my self confidence and I assure that I will work harder to come up to your expectations in future projects also.

Thanking you,

Yours sincerely'

(\_\_\_\_\_)

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