

STAFF APPRECIATION LETTER

Included:

Introduction

Staff Appreciation Letter Tips

Sample Staff Appreciation Letter

Staff Appreciation Letter Template

Introduction

The objective of writing this letter is to appreciate your employee on his achievements. It is considered to be a good gesture on part of the employer to appreciate his staff on his achievements. Sometimes a mere appreciation is enough to raise the motivational level of the employee and his enthusiasm level also increases. The staff will always be ready to go beyond his limit and even work extra hours for the company if you appreciate his efforts.

Staff Appreciation Letter Tips

Few tips should be considered for writing an effective staff appreciation letter:

- Firstly it is vital to appreciate your staff with sincerity and genuinity.
- You must mention in your letter that how your staff achievements has helped the organization.
- Tone of the letter should be polite and formal.
- Wordings of the letter should be such that your staff feels special and appreciated on his efforts.
- Once you are through writing the letter, please recheck the same for amendments, if needed.

Sample Staff Appreciation Letter

To,

Mr. Lucas Anthony

Marketing Manager

AMC Inc.

California

Date (Date on which letter is written)

From,

Michael Gomes

Brand Manager

AMC Inc.

Sub: Letter of appreciation

Dear Mr. Anthony,

It is a pleasure for me to let you know that you are among the most outstanding staff of our organization for the quarter. Your enthusiasm while performing your job is commendable and deserves appreciation. As far as your team spirit is concerned, you are an excellent team player and support everyone in the office. I am truly impressed by your professionalism and motivational approach.

You are an asset to the organization and I am proud to have you in my team. I wish you all the best and hope that you will work with same enthusiasm and positive attitude.

Yours truly'

Michael Gomes

Staff Appreciation Letter Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr./Ms _____ (Name of the person),

I am writing this letter to extend my appreciation towards you for your outstanding performance in this quarter. You have increased the profit ratio of the organization by _____ (figure). I truly appreciate your dedication and enthusiasm in achieving the target. You have proved yourself that you are an asset to the organization.

I once again would like to congratulate you on your achievement and wish that you will continue working with the same spirit and attitude in future also and will take our company to greater heights of success.

I wish you all the best.

Yours truly'

(_____)

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