

Short and prompt appreciation message

Subject: Thanks a Lot!

Hi [Colleague's Name],

Just wanted to quickly thank you for stepping in and helping with [Task] today.

Your prompt support was incredibly valuable.

I truly appreciate it!

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appreciation-letter-to-colleague-or-coworker>