

Heartfelt Recognition for Extra Effort

Subject: Thank You for Going the Extra Mile

Dear [Employee Name],

I wanted to take a moment to personally thank you for your incredible dedication this past [week/month]. What you did went far beyond your job responsibilities, and it made all the difference. When [specific situation occurred], you didn't hesitate to step up. You stayed late, came in early, and put in the extra effort to ensure that [specific outcome]. That kind of commitment doesn't just help the company—it shows the kind of person you are.

I know it wasn't easy, and I know it required sacrifice. Whether it was time away from your family, postponed plans, or just sheer exhaustion, please know that your efforts were seen, valued, and deeply appreciated.

You make our team better, and I'm grateful to work alongside someone who cares as much as you do. Thank you for being extraordinary.

Warmest regards,

[Your Name]

[Your Title]

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