

Informal Thanks for Being a Great Team Player

Subject: You're Awesomeâ€”Thank You!

Hey [Employee Name],

I just wanted to send you a quick note to say thank you for being such an amazing team player.

Seriously, you make my job easier and the whole team better.

The way you jumped in to help [colleague name] with [task] last week was incredible. You didn't have to do that, but you did it anyway because that's who you are. And when [situation happened], you handled it with such grace and positivity that it completely changed the energy in the room.

People like you are rare. You bring good vibes, solid work, and genuine kindness to everything you do. The team notices it, I notice it, and I wanted to make sure you know how much it matters.

Keep being awesome. We're lucky to have you.

Thanks again,

[Your Name]

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