

Personal and warm appreciation

Subject: Appreciation for Your Support

Dear [Colleague's Name],

I wanted to take a moment to express my heartfelt gratitude for your support and collaboration on [project/task]. Your creativity, dedication, and positive attitude made a significant difference and contributed greatly to our success.

Working with you has been a pleasure, and your professionalism and kindness have not gone unnoticed. I truly value your contribution and wanted to acknowledge it formally.

Warm regards,

[Your Name]

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