

Heartfelt Goodwill Letter to an Employee

Subject: A Token of Appreciation

Dear [Employee's Name],

We recognize your dedication and exceptional contribution to [Project or Department].

As a gesture of our goodwill, we would like to extend [Gift, Bonus, or Recognition] to express our gratitude.

Your hard work and commitment are truly valued by the entire team.

Warm regards,

[Your Name]

[Position]

[Company Name]

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