

Relieving Acceptance Letter

Dear [Employee's Name],

I am writing to express my appreciation for your hard work and dedication to our company. Your contributions have not gone unnoticed and we are grateful to have you on our team.

Your [skillset, expertise, experience] has been invaluable in helping us [achieve our goals, complete projects, improve processes]. Your commitment to quality and excellence has set a high standard for everyone else to follow.

I want to encourage you to continue to pursue excellence and to keep up the great work. We value your contributions and are committed to supporting your growth and development within the company.

If there is anything we can do to support you or help you in your role, please do not hesitate to reach out to your manager or HR representative.

Thank you again for all that you do. We are fortunate to have you as a member of our team.

Sincerely,

[Your Name]