

Formal Thank You Letter

Subject: Appreciation for Your Dedicated Service

Dear [Employee/Colleague/Staff Name],

On behalf of [Organization Name], I would like to extend our sincere gratitude for your outstanding service over the past [duration]. Your dedication, commitment, and professionalism have made a significant contribution to our team and organizational goals.

We deeply value your hard work and the positive impact you have made. Please accept our heartfelt thanks and best wishes for your continued success.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

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