

Provisional Thank You Letter

Subject: Preliminary Appreciation for Your Service

Dear [Name],

We wish to acknowledge your valued service at [Organization Name]. This preliminary note expresses our gratitude while we prepare a formal recognition for your outstanding contributions. Your dedication has been crucial to our success, and we look forward to honoring your efforts properly.

Best regards,

[Your Name]

[Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/thank-you-for-your-service-letter>