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### Employee appreciation email

Dear Mr. X (name of the employee),

I hope you are doing well. I want to take a few minutes to thank you for the excellent job you have been doing for ABC Ltd (name of company). You always behave professionally, cooperate with teammates and produce outstanding results.

We appreciate all your efforts and hard work you put into the organization's projects. ABC Ltd (name of the company) is proud to have a gem like you.

Thank you for always being there as a role model. We look forward to your efforts and contribution to our organization's growth.

Regards

Mr.Y(Management person)



## **Appreciation email for good work**

Dear Mr. X (name of the employee),

Thank you for your efforts on our latest project with our most valuable client. Your efforts reflect your dedication to the project and organization.

The management feels grateful to have a gem like you. This project couldn't have been completed without your support and efforts. Thank you once again for your continued support and the company looks forward to many more projects with you.

Regards

Mr Y (Management person)

## **Thank you email for appreciation**

Thank you

Dear Y (name of the recipient)

I feel like it is an honor to receive such a kind appreciation from you, it inspires me to give outstanding performance. You were always there by my side when I needed you the most. It couldn't have been possible without your support and help.

I look forward to many more years with ABC Ltd in my career.



Regards

Mr X (designation of employee)

## **Reply to Appreciation Mail**

Dear Y (name of the recipient)

I am grateful for your kind words and support, it means a lot to me. I feel blessed to have you as my mentor. I look forward to working with you in the future projects. Is there anything similar coming up that I could help you with? Let me know at any time.

Thanks for your guidance and support.

Regards

Mr X ( designation of employee)