



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for presentation

Dear \_\_\_\_\_ (Name of the Recipient)

I would like to thank you for delivering such an outstanding and amazing presentation last Monday. I am grateful to have an employee like you who is such a wonderful speaker. I am pleased to have you as a team member. Thank you for taking the initiative by participating and presenting our companies on such a big platform. Your work deserves appreciation.

Thank you once again for presenting our company's values and aspects in all business conferences in such an interactive manner.

Sincerely,

(Signature)

Sender's Full Name