| Yellow text on a black background  Description automatically generated with medium confidence |  |
| --- | --- |

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Letter for Appreciation

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

I am writing this letter to let you know that I received the promotion and appreciation mail today. I want to express my gratitude towards you for appreciating my work and offering me the position of Manager of the Sales Department. I am extremely delighted to hear your kind words and your valuable feedback. With your guidance, I was able to reach my target before the deadline. Thank you for always guiding me and helping me perform better.

I would like to thank you for always encouraging me, supporting me and appreciating me since my first date of work. I feel extremely honored and lucky to have you as my boss.

Sincerely,

(Signature)

Sender’s Full Name