



Zebra Web Solutions (Company Address)

Company Tel. Number

Email Address

Date

Name of Recipient

Designation

Subject: Appreciation for being a valuable member of the team

Dear Jacob (Employee Name),

You are an extremely valued member of my team. I would like to take this opportunity to express my sincere thank you for your hard work, sincerity, and dedication. Your innovative ideas always help us make the clients happy. Your two years of service at Zebra Web Solutions have been extremely fruitful for the company. We have had many happy clients who gave us projects after seeing excellent results.

Considering your personality and team-building skills, the company has decided to give you a promotion. You are now a team leader and will have greater responsibilities to handle. Congratulations! I am sure you will make a wonderful team leader and will make work more rewarding and enjoyable for your team members.

Wishing you all the best. Once again I would like to thank you for all the wonderful jobs that you have done so far.

Sincerely,

(Your Name)

Signature

Designation