

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note

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

Through this letter, I would like to extend my sincere thanks to you for maintaining a hygienic environment in our office. It is due to your sincere efforts that our office premises remain clean and tidy. Thank you for always making sure that the premises are up to mark. Your work deserves appreciation.

Thank you again for being so efficient and doing an excellent job. Your positive attitude towards your work and the office is commendable. I appreciate and thank you for the same.

Sincerely,

(Signature)

Sender's Full Name

