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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 thank you for your consistent efforts towards our cleaning company. Your work is commendable and deserves to be appreciated. I am grateful to have been associated with you through the cleaning service. I look up to you for taking your jobs seriously and giving your 100% to it. I appreciate your dedication and mindfulness towards your job.

The way you try to maintain cleanliness and a hygienic environment is really impressive. The use of masks and gloves while working is also commendable. I appreciate you for completing your task and taking all the necessary precautions. You have been on time everyday since you joined the services. I appreciate you for being punctual and honest towards your job. Your services are of help to everyone in the neighborhood. Always continue your work like this and keep providing your good services. Wishing you good luck! Take care.

Sincerely,

(Signature)

Sender's Full Name

