



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)

With this letter, I would like to thank you for managing the cleaning work in our society. It is because of your sincere efforts that the environment of our society is so clean and tidy. From the buildings to the society compounds, all the places are clean and well maintained. I appreciate the efforts you make to maintain a hygienic environment in our society.

Even after the festivities of last week, the compound was well clean today morning. I know that it takes a lot of effort and hard work to clean the mess after an event and festival. Your work deserves appreciation and I along with all the other society members want to appreciate you for your services. We appreciate your dedication towards your job. Keep working hard towards your job and providing four our environment and surroundings.

As a token of appreciation, I am sending a tip of _____ (Write the amount) for you. If you want any help in future, feel free to contact me at _____ (Write the contact number).

Sincerely,

(Signature)

Sender's Full Name

