

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 your support towards our company. You have been an asset to us and your efforts in delivering all the projects timely are commendable. I appreciate you for all the efforts you have made while working remotely. I would also like to inform you that as the lockdown restrictions have been eased, we are reopening our office premises. The office timings will be the same \_\_\_\_\_ (Mention office timings). However, you will be supposed to come to the office on alternate days and work from home on other days.

The days allotted to you for coming to the office are Monday, Wednesday and Friday. Hoping to see you soon at the office.

Sincerely,

(Signature)

Sender's Full Name

