

Dear Employees of the (Name of Department),

I would like to thank you for the great results you've achieved. Your excellent performance has enabled the company to find success, and I hope that you continue to work in this inspiring way. I would like to let you know that your hard work is valued, and appreciated, and hope that you know that you are important at work.

Through this thank you letter, I would like to thank you for your commitment and performance, and hope you continue to work in the same way.

Yours Truly,

(Your Name)

(Designation)

