Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thank You for Your Continued Support

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

I honor the efforts you put in working for the company. I am thankful for your continued support towards our company. I have received positive feedback about your work from your manager also. I appreciate the efforts you make to deliver every project on time. Your skills have helped us yield success and we are thankful to you for the same.

It is only because of your hard work that we could sign the deal with \_\_\_\_\_\_. As you are already aware about how important that deal was for our company, I would like to thank you for making it possible. I would like to inform you that the company has decided to give you a bonus for your continued support. Thank you for helping our business grow.

Sincerely,

(Signature)