Address of the Sender

Email Address of the Sender

Date

Name of Recipient

Address of the Recipient

Subject: Thanks for Your Continuous Support

Dear \_\_\_\_\_\_ (Recipient's Name)

Thanks for the continuous support that you have shown towards the company. \_\_\_\_\_ Company (write the name of your company) has reached the heights of success because of the contributions of all the employees. We are grateful to you for sticking by us and giving your 100% to every project that we undertook.

We appreciate your support towards the company and thank you regarding the contributions that you have made in taking our name to such a high position. The \_\_\_\_\_ Company (Write the name of your company) owes its success to all its employees. Your hard work, patience and skills have been an asset for us. To show our gratefulness for your contribution, we are hosting a party tomorrow night. Hoping to see you there. You will also be receiving a formal invitation for the party from the Human Resources and Administration department soon. Get suited and be ready to groove. Hoping you have a good time tomorrow.

Sincerely,

(Signature)