

Sender's Full Name

Sender address

Date

Address of the Receiver

Dear _____ (Name of the Recipient),

On this Thanksgiving Day, we would like to express our appreciation and gratitude to you for being such a pillar of strength when our organization was going through such a tough phase. You have put in your best efforts and worked tirelessly so that our customers could receive world-class service. Your hard work took our organization to new and unprecedented heights.

We are now doing extremely well and so it is time for you to have a great time, relax, and enjoy yourself with your loved ones. Also, we would like to wish you and your family members a very Happy Thanksgiving Day.

Warm Regards,

----- (Sender Name)