

Sender's Address

Sender's Email Address

Name of the Company

Company Address

Date

Receiver's Name

Job Title

Name of the Company

Company Address

Dear Colleague's Name,

Hi, I hope this letter finds you and your family in a good health. As the year is coming to an end, I am writing this letter to thank you for all the efforts you have made for our project. Throughout the year, you have helped me in things I stuck at. You are a great colleague and an even greater friend. I am glad that we were a part of the same project.

Your dedication and hard work towards the work are commendable. Since Day 1, you have been an idol for all your colleagues, and especially me. I want to thank you for all the times you have covered up for me during my unavailability. You have been a constant support and a source of strength for me.

Thank you, once again, for making work life easier for me.

Best,

Sender's Full Name

Name of the Company