**Employee Thank You Letter**

Your Name

Title

Organization

Address

City, State, Zip Code

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Theodore,

Thank you so much for your assistance during our office move. You and your staff really came through, proving what it means to be a "team player". The extra effort you all put in was really appreciated.

Next week, please plan a day to take your department to lunch at Chez Alvin, on the company account, to thank everyone for all their hard work.

I really appreciate everything you are doing to help the company succeed.

Regards,

Signature (hard copy letter)

Jonas