**BIRTHDAY THANK YOU NOTE EXAMPLE – CO-WORKERS**

Dear \_\_\_\_\_\_\_\_\_\_\_\_,

What a great surprise! I had no idea you knew it was my birthday. When I walked in the door I was not expecting to see balloons in my office, and a beautiful card on my desk with all of your signatures. What a thoughtful gesture. Thank you so much for the birthday wishes, and for making my day so special.

(YOUR NAME HERE)