

EMPLOYEE APPRECIATION LETTER SAMPLE

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Introduction

The objective of writing an appreciation letter to employee is to acknowledge him for his achievements and hard work. It is with the sheer dedication of employees only that an organization touches heights of success. Therefore, it is a professional gesture on part of the employer to appreciate his employees on their achievements. By doing so, you are increasing the self confidence of the employee and also motivating him to do such jobs in future also.

Employee Appreciation Letter Sample Tips

Following points should be considered for writing an employee appreciation letter:

- Firstly it is vital to appreciate the employee in a sincere and genuine way on his achievements.
- You must mention in your letter that how his professional attitude has helped the organization.
- Tone of the letter should be formal and polite.
- Wordings of the letter should be such that the reader should feel special and appreciated.
- Once you are through writing the letter, please recheck the same for spelling mistakes or grammatical errors.

Sample Employee Appreciation Letter Sample

To,

Mr. Edward Gomes

Customer Relationship Manager

ABB Inc.

California

Date (Date on which letter is written)

From,

Albert D Costa

Managing Director

ABB Inc.

Sub: Letter of appreciation

Dear Mr. Gomes,

It is a pleasure for me to congratulate you on increasing the CRM level and making our company ranked no. 2 in the Customer Satisfaction Survey magazine. Your way of dealing with our clients and helping them in completion of their projects is truly appreciated. Even our clients have also appreciated your professional attitude and team spirit.

As a token of appreciation, management has decided to offer you \$4000 as a performance bonus. I, once again, would like to congratulate you on your achievements and wish that you will continue your work with the same spirit in future also.

I wish all the best and good luck.

Yours truly'

Albert D Costa

Employee Appreciation Letter Sample Template

To,

Date (Date on which letter is written)

From,

Sub: _____

Dear Mr. _____ (Name of the person),

I am writing this letter to personally appreciate you on your achievements and taking company's success to higher level. We have achieved this level only because of your hard work and sheer dedication. Your professional attitude towards completion of the project is commendable and deserves appreciation. I am totally impressed by your performance.

I, once again would like to congratulate you on your achievement and offer you performance bonus of _____ (amount). I wish that you will continue working with the same spirit in future also.

Yours sincerely'

(_____)

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