

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Appreciation Letter to Employee – Employer to Employee

Dear :

I would like you to know that your work has been priceless. Your hard work and dependability has helped {Name of Company} to become the success that it is today.

In appreciation of your help, I am giving you a raise. For a job well done, I would like to say thank you.

Sincerely,

N A M E