

01 March 2020

To,  
**Mr. Shyam Modi**  
**33, M.G. Road**  
**Nr. Post Office**  
**Pune, Maharashtra-400325**  
**9876543210**

**Subject: Thank You Letter**

Dear **Mr. Shyam Modi**,

You are a valued member of this organization. We would like to take the opportunity to thank you for your hard work and dedication.

We really appreciate your willingness to help out wherever needed. It's that kind of flexibility and dedication that will help this company grow to its full potential. We admire your work ethic and integrity.

**Thank You For:**

**Your help on our recent company-wide renovation was commendable. Your appropriate management of client's complaints and acquiring new clients was really outstanding.**

Employees like you make my work all the more rewarding and enjoyable. I'm happy to have you as a part of this team. You have really helped to make things run smoothly. We really appreciate your assistance.

Sincerely,

For,  
**ABC PQR Ltd.,**

**S.K. Venkatraman**  
**Deputy Accounts Manager**  
**Finance & Accounts Department**