

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 efforts and hard work to complete the project before the deadline are highly appreciable. You whole did a fantastic job with utmost accuracy. It wouldn't have been possible without your interpersonal team management skills.

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