

**APPRECIATION LETTER**

\_\_\_/HRD/\_\_\_ Date\_\_\_\_\_

Mr/ Ms. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Mr./ Ms. \_\_\_\_\_,

We wish to place on record our appreciation of the good manner in which you have handled the responsibilities entrusted to you. We hope that you will continue to move ahead on the path of excellence.

A copy of this letter is being placed in your personal file.

For Company Name

Name: