

## Letter to Appreciate Efforts of an Employee at a Product Launch

**[You're Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear (Recipient's Name),

I cannot appreciate you enough for your extraordinary efforts at the product launch on [enter date]. Thank you very much for making the launch successful. You managed everything professionally [enter some detail]. As an employee, your work has always been satisfactory and you never gave a single chance to complain. I find myself fortunate to have a hard working and passionate employee like you at my office. I also have a good new for you. Your salary has been increased. You'll receive the increment letter soon.

Very well done! Mr [enter name]. Please keep it up. Thank you!

**[You're Name]**

[Senders Title] -Optional-