

Letter of Appreciation to Staff

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

I would like to appreciate you all for making the workplace a professional business environment. I have been observing the day to day work as well as overall behaviors and punctuality of the employees at the workplace. I am glad that I found nothing that deserves to be complained, therefore, I am now ending up with this letter of appreciation after the careful analysis. Accept my heartiest appreciations dear employees! This is what I wanted to see. Our workplace at this moment is fulfilling the criteria to be called the best workplace environment. My analysis results are hereunder;

- No employee was late for office in the past one month.
- All projects went well in time and remained successful.
- Our sales have increased by --%
- No employee is found violating any policy of the company.
- All employees are working with full devotion and harmony.

Thank you all for this! You all deserve a treat for this. Kindly join the conference room [enter date] at [enter time] to enjoy some high tea and a good news which I want to keep clandestine at the moment. Keep doing the good work. Thumbs up!

[You're Name]

[Senders Title] -Optional-