**[Thanks and appreciation](https://namozagy.com/خطاب-شكر-وتقدير-لموظف/)**

Mr ………………………………………………………….

After greetings,

I want to take time to thank you for the extraordinary job you have been doing for ……………………… Also, you did a wonderful job by training your team members to Pass the Challenges we have met.

Your talents and actions are helping us achieve Great Goals every day, It was a real pleasure working with you.

Thank you for your time and contribution!

We wish you continued prosperity and success.

Sincerely

Signature: …………………………….