

Service Appreciation Letter

XYZ Corporation

Date: June 11, 2024

To: John Doe

Project Manager

XYZ Corporation

123 Business Road

Business City, NY 10101

Subject: Service Appreciation Letter

Dear John Doe,

On behalf of XYZ Corporation, I am writing to extend our heartfelt appreciation for your outstanding service and dedication over the past nine years. Your contributions as a Project Manager have been invaluable to our success and growth.

Throughout your tenure with us, you have demonstrated exceptional professionalism, commitment, and leadership. Your ability to lead projects, mentor colleagues, and innovate processes has significantly impacted our organization and has been an inspiration to all of us.

We are particularly grateful for your efforts in the recent "Project Phoenix" where your dedication, creativity, and problem-solving skills were instrumental in achieving our goals. Your positive attitude and unwavering commitment to excellence have not gone unnoticed.

As a token of our appreciation, we are pleased to present you with a bonus and an extra week of paid vacation. We look forward to your continued contributions and are excited to see all the future successes you will bring to our company.

Thank you once again for your exceptional service and dedication. We are truly fortunate to have you as part of our team.

Sincerely,

Jane Smith

HR Manager

XYZ Corporation

(555) 987-6543