NAME HERE

123 Main Street, Anytown, CA 12345 · 555-555-5555 · example@email.com

September 1, 20xx

Barbara Lau

Acme Manufacturing

123 Business Rd.

Business City, NY 54321

Dear Barb,

Just wanted to let you know how much we appreciated your help with the product release. We would have missed our due date without everything you did to make the instructional language consistent in the manual, the brochure, and on the website.

Our customers will be thankful for the fact that the instructions are straightforward and easy to understand. Even the graphics add to the message and help with the clarity.

I know that you must have had to let your other work slide on our behalf so you must be feeling swamped right now. The team thanks you and, I'm sure technical support will thank you when they receive fewer calls about this release. Solid, comprehensive instructions add so much value to the product.

I can't stress enough that we couldn't have pulled this release off without all of your efforts to help.

Thanks so much again,

NAME

Product Team Leader

NAME HERE

123 Main Street, Anytown, CA 12345 · 555-555-5555 · example@email.com

September 1, 20xx

Paul Ortiz

Acme Corporation

123 Business Rd.

Business City, NY 54321

Dear Paul,

I wanted to take a minute to let you know how much I value the contribution that you make in the business development department.

Not only does the outcome of your sales and sales calls always exceed my expectations but you add so much value to our department in other ways. I recognize that you are the go-to person when the other employees need training or a coworker has a question.

Not just departmental employees rely on you for advice and assistance but when other departments need answers, you are the first person they turn to as well. This says a lot about how your skills and contribution are viewed by your coworkers.

If you are interested, you will be a strong candidate when the next supervisory role opens up in the department. I'm hoping that [the next promotion](https://www.thebalancecareers.com/a-promotion-rewards-an-employee-for-work-contributions-1918231) is on your radar, too.

Again, thank you for all you do in the department. You make a tremendous contribution.

Sincerely,

NAME

Manager, Business Development

NAME

123 Main Street, Anytown, CA 12345 · 555-555-5555 · example@email.com

September 1, 20xx

Carol Jones

Acme Software

123 Business Rd.

Business City, NY 54321

Hey Carol,

Thank you for your extra help so that I could get the proposal to the client as requested on time. With such a short deadline, I would have been hard-pressed to both do the research and write the proposal. Your help with the research allowed me to focus on getting the proposal done.

I'll look for an opportunity to pay you back when you could use some help from me in the future. Always feel free to come to me if you are overloaded and need my help.

I feel great that you are my coworker and that I can depend on you. Please feel the same about me.

Thanks once again.

Yours truly,

NAME