

01 March 2020

To,
Mr. Shyam Modi
33, M.G. Road
Nr. Post Office
Pune, Maharashtra-400325
9876543210

Subject: Thank You Letter

Dear **Mr. Shyam Modi**,

You are a valued member of this organization. We would like to take the opportunity to thank you for your hard work and dedication.

We really appreciate your willingness to help out wherever needed. It's that kind of flexibility and dedication that will help this company grow to its full potential. We admire your work ethic and integrity.

Thank You For:

You handled the workload proficiently while your subordinate was on maternity leave. It's hard for small business when someone from our team is away out for a long period. But your work never lingered back even when you were handling dual responsibilities.

Employees like you make my work all the more rewarding and enjoyable. I'm happy to have you as a part of this team. You have really helped to make things run smoothly. We really appreciate your assistance.

Sincerely,

For,
ABC PQR Ltd.,

S.K. Venkatraman
Deputy Accounts Manager
Finance & Accounts Department