

# APPRECIATION

EMAILS



WORKLINKER



**Example 1:**

**Subject:** Appreciation - **[Name]**

Dear **[Name]**,

I wanted to take a moment to express my appreciation for your hard work and dedication to our team. Your contributions have been invaluable and have played a key role in our recent successes.

Your **[Skill/Quality]** has consistently impressed me, and I am grateful to have you as a colleague. Your positive attitude and willingness to go above and beyond are truly appreciated.

I look forward to continuing to work with you and to the many successes that we will achieve together.

Thank you for all that you do.

Sincerely,

**[Your Name]**



## Example 2:

Subject: You're the MVP of Our Team!

Dear **[Name]**,

Just wanted to shoot you a quick email to say you're absolutely crushing it! Your recent work on **[Project/Task]** was nothing short of legendary. If we had a Hall of Fame, your picture would be front and center.

Your dedication and enthusiasm are contagious, and we're all better off for it. Keep up the fantastic work, and here's to many more wins together!

Cheers to you, our Most Valuable Player!

**[Your Name]**



**Example 3:**

Subject: You're Our Office Superhero!

Dear **[Name]**,

If there were a superhero in our office, it would be you! Your ability to **[Skill/Quality]** is like a superpower that saves the day, every day.

Your hard work doesn't go unnoticed, and we're all grateful for your dedication. Keep soaring to new heights!

With admiration,

**[Your Name]**



**Example 4:**

**Subject:** You're the Secret Sauce in Our Recipe for Success!

Dear **[Name]**,

You know how every great dish has a secret ingredient? Well, you're ours! Your contributions to **[Project/Task]** have been the special touch that made everything come together.

Thank you for adding your unique flavor to our team. We couldn't have done it without you!

Bon Appétit,

**[Your Name]**



**Example 5:**

**Subject:** You're the Beethoven of **[Skill/Quality]**!

Dear **[Name]**,

If Beethoven composed symphonies, you compose success stories! Your **[Skill/Quality]** is music to our ears and has orchestrated a harmonious work environment for all of us.

Thank you for making our office a better place with your talent.

Keep hitting those high notes!

In harmony,

**[Your Name]**