Date

Dear ‘Name of Co-worker’,

Please acknowledge this letter as an appreciation for all the hard work you have put in the projects. Due to your understanding of nature and great explaining skills, I have been able to learn a lot from you. As a co-worker, it is very hard to meet eye to eye on some tasks, however, your advices and opinions have been a huge eye-opener for me.

Thank you for directly, as well as indirectly, teaching me new skills. I had a great experience working with you. Looking forward to working you in future projects.

Sincerely,

Name of Employee,

Name of Designation.