Date

Dear ‘Name of Employee’,

I would like to take the time to appreciate the quality of work you have been producing.

Ever since your induction, I had been looking forward to working with you and you have met with my expectations. Please continue to work with your positive attitude and productivity levels and I am sure you will receive great outcomes.

If you, ever, have any issues, do not hesitate to contact me.

Sincerely,

Name of Employee,

Name of Designation.