

THANK YOU LETTER FOR APPRECIATION

[DATE]

DEAR [RECIPIENT NAME]

I am writing this letter to convey my heartfelt gratitude and appreciation for recommending my name for the position of [POSITION]. I am truly blessed and happy to have you as my mentor and work supervisor. I learned so much from you especially from your hard working nature and dedication towards work. I really appreciated your kindness that you chose my name for the position.

I am truly happy that you have recognized and appreciated my efforts in giving you quality works and outputs. It has been a pleasure working with you. Thank you for your confidence in my capabilities. Rest assured I will not let you down. I will do my best to achieve great heights and to deliver quality results.

Regards,

[YOUR SIGNATURE]

[YOUR NAME]