[Company Name]  
[Address]  
[Contact]  
[Website]

Dear Mr. Alexie,

Hello Alexie, I want to thank you for the wonderful job that you are doing for ABC Company. Although you had been kept on contract, you proved with your hard work that you are an amazing and hardworking chap. Your dedication and hard work have really assisted us in the tough hours of the organization. This letter is to let you know that you are so much appreciated and valued.

I know that the recent layoff round proved very harsh for the morale of the company. People were not only worried in fear of losing their job but there were also imposed additional burdensome duties on you that were not part of your job. You have really worked hard tirelessly to keep your finance department running and your assistance in this tough time is unforgettable and we are indebted you.

You not only perform your assigned tasks but also help your colleagues in accomplishing their work and provide possible assistance. You are also found to utilize your break time in accomplishing the undone tasks and all this proves your resilience and devotion towards work. You execute all this with an amazing disposition and attitude.

Thank you so much Alexie for being so wonderful and amazing chap to us. Your dedication and hard work for this company over the past six months is appreciable and I owe you for all this. I want to have a meeting with you tomorrow after office hours, I must discuss some important points regarding the upcoming project with you. Thank you.

Regards,

Catherine Stew