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

Dear Mr. Eugene,

I hope that you have been doing fantastic. I am CEO of XYZ Organization and writing this letter to appreciate you for your exuberant and amazing performance during your tenure here as a contractor. You have been found always devoted and engrossed in your work. You have proved with your constant hard work that you are an unmatchable and amazing person. This attitude of yours has assisted us in coming out of the darkest phase which we were facing. I am writing this letter as an appraisal to you to thank you for your valuable efforts and want to let you know that you are truly an asset to us. I sincerely and heartedly show my regards for the fantastic work that you have completed with newly launched items last month.

You have worked hard tirelessly to keep your finance department running and your aid in these tough times is unforgettable and we are so much thankful to you. You not only perform your assigned tasks but help your colleagues as well in executing their work and provide possible assistance. Your overtime work to edit websites, copying the manuals and brochure demonstrates your expertise. It is because of you that we became able to accomplish the workload within the given time and did not miss the deadline. The credit for all this goes to you. I am really thanking you on the behalf of my company and employees.

Thank you once again for your hard work and sincere efforts. Your resilience 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 in this regard during lunch break, I have to discuss some important points regarding the upcoming project with you. Wish you the best of luck for your future. Stay blessed.

Regards,

White Mann