**To**

**[The Recipient Name]  
[Address/designation]**

**Re. Letter of Appreciation for Staff**

Dear All,

I am delighted to look at your performance in the past three months. I reviewed the Human Resources report reviewing the employees' performance in the past three months. I am impressed to know that there was a vertical line going up in the demonstration of your performance. Our Company saw many external and internal changes during the last three months.

There were both; structural and administrative changes in the Company's system. Also, the Company confronted many difficulties in terms of changes in the taxation system and new federal laws. We were confronted with the only option to lay off, but we strictly avoided and denied this option and aimed to work together.

I am glad you proved my perception right, as I firmly believed in my team. All the employees have demonstrated competence, punctuality, and unmatched dedication. I am glad to see the glued teamwork among all the employees who worked together, enabling us to sign all the main contracts.

I am thankful to you for your devotion and dedicated hard work. I am looking forward to a hi-tea with all of you to cherish the moment of success and aspire to be more productive and successful in the future. The venue for the tea shall be shared soon in the Mail group of the office.

Thank you for your efforts.

Regards,

[Name]  
[Designation]  
[Company]