

[Mention the name of the sender]

[Mention the address of the sender]

[Mention the contact details]

[Mention the email address]

[Mention the date]

Subject- [Mention the subject of the letter or email]

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information]

Dear [Mention the name of the recipient],

I am [mention the name of the sender], and I am in the post of [mention the post of the sender], wants to inform you that your work has been confirmed. Thank you for the excellent work you've been doing recently for our company [mention the name of the company or organization]. Your hard work and dedication to the project [mention the name of the project] have been extremely beneficial to our company during a difficult period. We just wanted to let you know how much we value and appreciate you.

We know that the recent round of layoffs has had a negative impact on company morale. Not only are people concerned about losing their jobs, but many are being asked to perform tasks that are not part of their job descriptions.

We also know that you have worked tirelessly both before and during this time to keep your department running. Not only do you complete high-quality work for yourself, but we've also seen you assist your coworkers. You arrive early, stay late, and even use your lunch break to pitch in and help out. Furthermore, you do all of this with a fantastic attitude and eagerness.

Thank you, [mention the name of the recipient], for your hard work and dedication to this company [mention the name of the company or organization] in recent months

and even before that. We sincerely appreciate everything you do. For any further information please do not hesitate to contact me.

[Mention the name]

[Mention the profession]

[Mention the contact details]