

Employee appreciation letter template and certificate of appreciation wording

Dear [first name],

Thank you for [one thing they did that you noticed]. It made a real difference for [who it helped], and I want you to know I saw it.

What stands out to me is [a habit or quality, with an example]. [Our school, team or organization] is better because you're part of it.

Thank you for everything you do.

[Your name], [your role]

Certificate of Appreciation

The [what they did, in a few words] Award

Presented to [first name], [organization]

In appreciation of [what they did, in one sentence], and for [what it meant to the people they serve].

[Your name], [your role], [date]