

## **Thank You Letter for Hard Work**

Malcolm Thomas

ABC Company

Carney park lane,

Santa Ana,

California.

Dear Malcolm,

I just wanted to thank you whole heartedly for extending a helping hand when I needed it the most. Your contribution to The Project evolution has been magnificent. Your work has been extraordinary and without your hard work this project would still have been incomplete.

As a note of my gratitude, I would like to grant you two days of paid leave for all the strain you have taken working recently. Please inform the department about your plans for the holiday so we can arrange for the staff, except that you are at liberty to schedule your days off whenever you're like. After you have confirmed with department, your dates of leave, please inform me too.

Again, thank you for your extra time work on The Project Evolution. Your capacity to work willingly at times required will not be forgotten.

Best Wishes,

Paul Rodger

Senior Manager