Ref. No. xxxx

Dd/mm/yyyy

**Full Name**

**Position Title**

**Duty Station**

**Appreciation Letter**

Name of organization Senior Management Team would like to extend sincere appreciation for the outstanding work you have demonstrated in yyyy. Your extraordinary efforts have supported accomplishing organizational goals in country.

We encourage you to maintain the same commitment and dedication in the following year, as your diligence, proactivity and motivation serves as an example to other Name of organization employees.

We hope you will continue to uphold your commitment to the organizational policies and procedures.

Congratulations!

Sincerely,

**Signatory**

**Name of Signatory**