Dear Mr. Smith

Thank you very much for your eagerness and enthusiasm to work while I was at the hospital. I was not able to work efficiently because of my sickness and I have been worried about what’s going to happen about the proposal. However, you stood up and worked on it from day until night. For that reason, you were able to finish the proposal, which led us to the success of the company.

While I was away, I heard that you are working so hard to finish the proposal. You even worked on Saturdays to finish it so I wanted to give you the highest commendation for a job well done. We could have lost a large deal without your help.

You are a great asset to the company. Without your help, we would have suffered from a tremendous loss.

Your efforts are highly appreciated.

Sincerely,

Mark Summit, General Manager