

Friendly recognition for accomplishment

Hi [Recipient Name],

I just wanted to drop a note to say congratulations on [specific achievement]! Your effort and commitment really paid off, and I'm thrilled to see your hard work recognized.

Keep up the amazing work – it's inspiring to everyone around you.

Best,

[Your Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/appreciation-letter-for-achievement>