[Recipient name]
[Company name]
[Street Address]
[City], [State] [Zip Code]

[Insert date]

Dear [Insert recipient name]:

I want to take a minute to express just how much I appreciate that you were willing to handle finalizing the XYZ report that was due while I was on vacation last week. I know that adding that task to your regular duties took quite a bit of extra time and effort on your part.

It means a lot to me to have a co-worker who is so willing to take on additional work to help a team member and make sure that our department stays on track. Please know that you can count on me to do the same for you.

I'm glad to have you as a co-worker and are happy that we are on the same team.

With appreciation,

Sincerely,

[Signature]

[Your Name, Title]