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

[Insert date]

Dear [Insert recipient name]:

I am writing today let you know just how much your contributions as a member of the administrative team are valued. Your reliability and commitment to providing quality, timely work play a significant role in the success of our department, and I want to let you know just how much your efforts are appreciated.

I greatly appreciate your enthusiasm and willingness to take on additional responsibilities. The fact that you helped train the two new members of our department this quarter demonstrates how committed you are to the success of this team and the company. Both of our new team members have mentioned to me how helpful you have been to them during their introductory period with the company.

Thank you so much for your dedication and hard work. Please accept the enclosed gift card as a small token of my appreciation for the many ways you contribute to our group.

Sincerely,

[Signature]

[Your Name, Title]