**Sample Thank You Letter from Supervisor to Employee**

Date: 27.03.18

Dear Rohan,

I am writing this note to thank you for showing your initiative in completing the project on time by doing overtime for all this month. I appreciate your efforts as you did not take any leave this month, especially when summer vacations of children are going on and it is family holiday time for everyone.

It was because of your dedication that we could meet the deadline of our project as lots of people from our team were on leave. You took all the responsibility of managing everything and made sure that there are no delays.

You support during this project was exceptional and I cannot do enough to express my gratitude to you. I have enclosed with this letter a gift card of Rs. 2000 with this letter which can be used at different eateries across the city.

Thanks once again for being there for the company when it was needed the most.

Regards,

Vinod