

Appreciation Emails to Your Team: 15 Examples

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1. Appreciation email to team for helping out other employees

To	
Cc	
Subject	

Dear Marketing Team,

Thank you for assisting our Customer Success Manager, Taylor, on her recent project. You showcased your dedication for this company and everyone in it.

Our team could not have succeeded in this project without your help and support.

Warm regards,

The ContactMonkey Management Team



2. Appreciation email to team for outstanding performance

To	
Cc	
Subject	

Dear Marketing Team,

We have received an abundance of positive feedback regarding your recent presentation. The management team would like to express our sincere thanks for your remarkable performance on [project name]. The enthusiasm and dedication with which your team handled the project was commendable.

We are sincerely grateful for your contribution and would like to express our thanks by inviting you to share in a virtual team lunch—on us!

The ContactMonkey Management Team



3. Appreciation email for putting in extra effort

To	
Cc	
Subject	

Dear Aaron,

The management team at ContactMonkey wishes to extend our gratitude for your amazing effort and contributions in helping to make our company's move to the new offices smooth and seamless.

While this task was outside of your regular responsibilities, you took time out of your personal schedule and made an effort to help without us having to ask.

Thank you for going the extra mile and exceeding our expectations. We couldn't have done it without you!

Warm regards,

The ContactMonkey Management Team



4. Appreciation email to team following successful project execution

To	
Cc	
Subject	

Hi Team!

We wanted to send an update to inform you that [project name] has rolled out successfully. Without the help of each one of you, we truly couldn't have done it.

I'd like to thank every single member of this team for their hard work, diligence, and effort. To show our appreciation, let us all meet up for lunch soon.

Warm regards,

The ContactMonkey Management Team



5. Employee appreciation email for outstanding leadership

To	
Cc	
Subject	

Dear Anna,

With lots of positive feedback from the rest of your team members, we want to congratulate you on your outstanding job on the app development project.

Everything ran smoothly and the project has met its objectives. The assignment serves as an excellent example of how a team can reach its goals and gain support from the whole organization.

Throughout the duration of the process, you continuously recognized each member of your team in a thoughtful, and meaningful way. I am sure that your team members feel appreciated and recognized under your leadership.

We are so happy with the contribution that you make to the ContactMonkey team through your leadership.

Sincerely,

The ContactMonkey Management Team



6. Appreciation email to team for surpassing sales goals

To	
Cc	
Subject	

Dear Sales Team,

Congratulations on surpassing your sales target for this month! We want to take this opportunity to show how impressed we are with your excellent performance and determined attitude.

Your hard work and dedication to the task at hand has paid off in momentous ways. The management team at ContactMonkey recognizes the amount of effort and determination that you put into your role.

In the hustle and bustle of the workday, we may not always get to show our appreciation for your hard work as well as we want to. We assure you that your tremendous achievements are never overlooked.

Sincerely,

The ContactMonkey Management Team



7. Appreciation email to team for a great overall year

To	
Cc	
Subject	

Dear Client Success Team,

As we approach the end of the year, the management team would like to take this opportunity to express our appreciation for your efforts in making this a successful, terrific place to work.

We hope you have a wonderful holiday break and we look forward to seeing you in the new year!

Warm regards,

The ContactMonkey management team



8. Appreciation email for team engagement and drive

To	
Cc	
Subject	

Dear Customer Success Team,

It feels incredible to work alongside a team that is as self-reliant, driven, and motivated as yours. You inspire all of us to excel in our tasks every day. Without your support, our organization might not have achieved the milestones it has or surpassed its performance goals.

Despite your hectic schedule, you always make the work look easy. Thank you for your remarkable dedication, passion, and effort!

Warmly,

The ContactMonkey management team



10. Appreciation email to team for overcoming a challenge as a team

To	
Cc	
Subject	

Dear Dev Team,

The way your team handled the recent challenge and assisted the sales team in resolving the issue at hand was absolutely commendable. The confidence and composure exhibited by your whole team is something that everyone can learn from. Thank you for being incredible role models for our company.

Our team cannot express enough the amount of gratitude we have for your help in dealing with the situation in such a short period of time.

Thank you!

Warm regards,

The ContactMonkey management team



11. Appreciation email for outstanding team spirit and positive attitude

To	
Cc	
Subject	

Dear Jess,

We feel proud and honored to be part of a team like this. Your enthusiasm, energy, and positive attitude make this company a great place to work for everyone.

Without your tremendous team spirit and support for everyone in the organization, we would certainly not have reached the same level of success.

We want to thank every one of you for the continuous hard work and dedication.

With kind regards,

The ContactMonkey Management Team



12. Appreciation email when offering a team gift

To	
Cc	
Subject	

Dear Business Development Team,

Your team has set an incredible example of leadership, collaboration, and friendship through such a challenging year.

Without your team's support, it would truly be impossible to reach the goals that we had set out to attain.

Our management team wants to thank every one of you personally for your efforts. As a token of appreciation from our whole organization, we would like to treat you all to a 100\$ dinner credit on us. Enjoy some delicious food and have a restful evening!

Sincerely,

The ContactMonkey management team



13. Appreciation email for team creativity and thinking outside the box

To	
Cc	
Subject	

Dear Marketing Team,

We want to show our appreciation for your hard work and out-of-the-box thinking. You're not only smart but exceptionally creative as well. That's why it's always a pleasure to work alongside your brilliant team.

Thanks for thinking outside the box and helping make our business even better.

Sincerely,

The ContactMonkey management team



14. Appreciation email for workplace Anniversary

To	
Cc	
Subject	

Dear Andy,

Happy workaversary! Today marks your one year anniversary with the company and we just wanted to send along a quick message to congratulate you. We are so excited for this achievement and look forward to celebrating another year with you. Have a wonderful day!

Warm regards,

ContactMonkey Management Team



15. Appreciation email for referring a successful candidate

To	
Cc	
Subject	

Dear Gill,

We are writing to express our sincere gratitude for referring [CANDIDATE NAME] to the position of Senior Account Executive.

Your help in our talent search was incredibly valuable and we look forward to continuing to get to know your referred candidate.

Thank you again for making this possible!

Sincerely,

ContactMonkey Management Team

