Hi <first name>,

I would like to thank you for putting in your best efforts, pushing your limits and making <project name or initiative> a big success.

I came to know about this in the company meeting when our CEO received the client’s email regarding your contributions. What an incredible job!

We are very proud of your achievements and hope that you continue to meet and exceed our customers’ expectations.

You deserve a big round of applause and mean a lot to mem.

Keep up the good work!

Please feel free to reach out to me and speak out your heart anytime.

Thanks!
<Your name>