

Sample Thank You Note

You can hand write this thank you letter on a note card and a formal address is unnecessary.

Date

Dear Tom,

I can't thank you enough for your willingness to take on the extra overtime hours this month. July is such a heavy time for vacations that staffing the department can be difficult.

The only way we made it through July this year, with several people sick, and all of the scheduled vacations, was because of you. So, once again, I am grateful and appreciate your willingness to go the extra mile.

I want you to know that we really appreciate your efforts on our behalf.

Sincerely,

George