

[Church Letterhead]

[Date]

[Name]

[Address]

[City, State & Zip]

Re: My Sincere Appreciation

Dear [Name]

*“Well done, good and faithful servant.”*

I would like to take this opportunity to express my thanks and appreciation for a job well done. Thank you so much for your labor of love with the [Ministry's Name].

Your willingness to use your gifts and abilities has strengthened the mission and ministry of this church. You have also been an example of servant-leadership and giving.

For all your time, effort, hard work, and prayers, please accept the thanks and appreciation of this church, its leaders and staff, and me. You have truly been a blessing to this congregation!

With Sincere Gratitude,

[Signature]