**Appreciation letter to boss sample**

To (insert your boss’s name)

(insert the department)

(insert the company)

(insert the location)

Sir,

I take this opportunity to thank you for the time and patience you treated me since the beginning. You haven’t stopped to impress me with your diplomacy in solving conflicts, with your empathy toward all of your subordinates, with the gentle way you impose respect…

I am very grateful for being part of your team and for receiving guidance from you through all my professional journey since the first day in this company. Meanwhile, you have a great gift in transfering your enthusiasms and curiosity on every new challange, making me to be proud of even the smallest tasks of my everyday work.

Again I thank you for your wise leadership and for all thesupport you have provided me. I hope to keep working under your guidance long time from now on.

Your sincerely,

(Insert your name)