Hi [NAME],

***“Tough times don’t last; tough people do.” – Robert Schuller***

I couldn’t agree more.

In this challenging time during the COVID-19 pandemic, I know that [BUSINESS NAME] will be fine in the long-run – how? Because we have people like you who, despite the recent turbulence, are adapting and continuing to help us all move forward together.

So please accept this gift package as a token of our appreciation from me and the company to express how grateful we are for your resilience, hard work and diligence.

A very big thanks for continuing to deliver quality in everything you do, despite being isolated and away from the office. We hand-selected the items in this pack, and hope they’ll remind you of our shared values and our commitment to always making our clients happy.

Lastly, I would like to put your mind at ease. Moving through this unprecedented global pandemic, we’re doing our best to make sure everyone has all the available support and guidance we can offer.

Always remember that the friendship, teamwork and common goals we share are stronger than the distance and difficulties we are currently experiencing.

I’m looking forward to seeing you back in the office soon!

Regards,

[Manager Name]

[Signature]