Short Thank You Note For Colleagues Tutorial

short thank you note for colleagues is a thoughtful way to express appreciation and foster positive workplace relationships. In today's professional environment, acknowledging your colleagues' support, collaboration, or kindness can significantly boost morale and strengthen team cohesion. Whether you're celebrating a successful project, thanking someone for their help, or simply expressing gratitude for their ongoing camaraderie, crafting a meaningful thank you note is an essential skill. This article provides comprehensive insights into creating effective short thank you notes for colleagues, along with practical examples, tips, and best practices to help you communicate appreciation sincerely and professionally.

Why Sending a Short Thank You Note to Colleagues Matters

Building Stronger Workplace Relationships

Expressing gratitude through a thank you note nurtures trust and camaraderie among colleagues. It demonstrates that you value their efforts and contributions, fostering a positive work environment. Such gestures can lead to better collaboration, increased motivation, and a more cohesive team.

Boosting Morale and Motivation

A simple thank you can uplift a colleague?s day, making them feel recognized and appreciated. When colleagues feel acknowledged, they are more likely to remain engaged and committed to their work.

Enhancing Professional Reputation

Regularly expressing gratitude reflects well on your professionalism and emotional intelligence. It shows that you are considerate and appreciative, qualities that are highly valued in the workplace.

Key Elements of an Effective Short Thank You Note for Colleagues

1. Be Specific

Mention the particular action or support you are thankful for. Specificity makes your appreciation genuine and meaningful.

- Example: ?Thank you for helping me prepare for the client presentation yesterday.?

2. Be Sincere

Authenticity is crucial. Avoid generic phrases; instead, communicate heartfelt appreciation.

3. Keep It Concise

Since the focus is on a short note, be clear and to the point while expressing your gratitude.

4. Use a Professional Tone

Maintain professionalism, even when the note is friendly. Adapt your tone based on your relationship with the colleague.

5. End with Warmth

Conclude your note with a friendly closing to leave a positive impression.

Examples of Short Thank You Notes for Colleagues

General Thanks

- ?Thank you for your support on this project. I truly appreciate your effort and dedication.?
- ?Just a quick note to say thanks for your help today. It made a big difference!?

Thanks for Collaboration

- ?Thanks for working together on the report. Your insights were invaluable.?
- ?I appreciate your collaboration and teamwork. Looking forward to more successful projects!?

Appreciation for Support During Difficult Times

- ?Thank you for your kindness and support during this busy period. It means a lot.?
- ?Your encouragement has made a tough week much easier. Thanks for being there.?

Recognition of Going Above and Beyond

- ?I wanted to thank you for going the extra mile on this task. Your dedication is inspiring.?

- ?Your extra effort did not go unnoticed. Thanks for your commitment!?

Tips for Writing Effective Short Thank You Notes

1. Personalize Your Message

Tailor your note to the individual and the specific situation. Personalization makes your gratitude more genuine.

2. Use Handwritten Notes When Possible

A handwritten note can feel more personal and heartfelt than an email, especially for significant gestures.

3. Send Promptly

Timing matters. Sending your thank you note soon after the event or support shows immediacy and sincerity.

4. Keep the Tone Appropriate

Adjust your tone based on your relationship?more formal for supervisors, more casual for close colleagues.

5. Incorporate a Personal Touch

Add a compliment or a positive comment related to the colleague?s skills or attitude to make your note stand out.

Different Formats for Short Thank You Notes

1. Email Thank You Notes

Quick, efficient, and suitable for most professional contexts. Keep the subject line clear, e.g., ?Thank You for Your Support.?

2. Handwritten Notes

Ideal for special occasions or when you want to add a personal touch. Use quality stationery and neat handwriting.

3. Digital Messaging Apps

For informal or immediate appreciation, messages via Slack, Teams, or WhatsApp can be appropriate.

Additional Ideas to Express Gratitude to Colleagues

- Public Recognition: Acknowledge their efforts during meetings or team newsletters.
- Small Gifts: Complement your note with a thoughtful gift or treat.
- Team Appreciation Events: Organize or participate in team appreciation days or activities.
- Personalized Compliments: Highlight specific skills or qualities you admire.

Common Mistakes to Avoid When Writing Thank You Notes

- **Being Vague:** Avoid generic phrases like ?Thanks for everything.? Be specific to make your gratitude meaningful.
- **Delaying the Thank You:** Wait too long, and the gesture may seem less sincere. Send your note promptly.
- **Overdoing It:** Keep the note brief and genuine. Excessive flattery or lengthy messages can appear insincere.
- **Ignoring Professional Boundaries:** Maintain appropriate tone and avoid overly personal comments.

Conclusion

A short thank you note for colleagues is a simple yet powerful tool to cultivate a positive and collaborative workplace environment. By expressing appreciation thoughtfully and sincerely, you reinforce professional relationships, motivate your team, and foster a culture of gratitude. Remember to be specific, genuine, and timely in your notes, and choose the format that best suits your relationship and context. Whether through a quick email, a handwritten card, or a message on a communication platform, your words of thanks can make a meaningful difference in your colleagues' day and contribute to a more harmonious and productive workplace.

By mastering the art of writing short thank you notes, you not only show your gratitude but also build a more connected and motivated team?an investment that benefits everyone.

Short Thank You Note for Colleagues: An In-Depth Exploration of Its Significance, Crafting, and Impact

In the fast-paced environment of modern workplaces, expressing appreciation succinctly has become an essential element of professional communication. Among the various methods, a short thank you note for colleagues stands out as a powerful yet efficient gesture that fosters camaraderie, promotes positivity, and strengthens team dynamics. This comprehensive article delves into the nuances of crafting effective short thank you notes, their psychological and organizational significance, best practices, and the potential impact on individual and collective performance.

The Importance of Acknowledgment in the Workplace

Acknowledging colleagues' efforts through timely gratitude is more than mere politeness; it is a strategic tool that nurtures workplace relationships and enhances organizational culture.

Psychological Benefits

Research consistently demonstrates that expressing appreciation can:

- Boost morale and motivation
- Increase feelings of belonging and recognition
- Reduce stress and foster psychological safety
- Encourage continued positive behavior

A brief thank you note, although simple, can trigger these beneficial effects by affirming an individual's contributions.

Organizational Impact

On an organizational level, a culture of appreciation:

- Enhances employee engagement
- Promotes collaboration and teamwork
- Reduces turnover rates
- Creates a positive work environment conducive to productivity

In this context, short thank you notes serve as accessible and immediate tools to reinforce these cultural values.

Why Opt for a Short Thank You Note?

While lengthy messages can sometimes be appropriate, brevity has its own set of advantages that make short thank you notes particularly effective.

Efficiency and Timeliness

- Can be crafted quickly, fitting into busy schedules
- Sent immediately after an act of kindness or support, reinforcing the gesture?s significance

Clarity and Impact

- Focused messages avoid ambiguity
- The succinct nature ensures the core gratitude is communicated clearly

Accessibility and Consistency

- Easier for colleagues of all levels to send and receive
- Encourages regular acknowledgment, not reserved for special occasions

Components of an Effective Short Thank You Note

Crafting a meaningful yet brief note involves balancing sincerity with conciseness. Here are key elements to consider:

Personalization

- Use the recipient?s name
- Reference specific actions or behaviors
- Mention how their effort impacted you or the team

Express Gratitude Clearly

- Use straightforward language, e.g., ?Thank you,? ?I appreciate,? ?Grateful for?

Positive Tone

- Maintain warmth and professionalism
- Avoid overly formal or overly casual language

Optional Closing or Call to Action

- End with a friendly note, e.g., ?Looking forward to working together more?
- Keep it simple and genuine

Sample Structure:

- Greeting: ?Hi [Name],?
- Expression of thanks: ?Just a quick note to say thank you for [specific action].?
- Impact statement: ?Your support really helped me to [outcome].?
- Closing: ?Thanks again,? or ?Appreciate it,?
- Sign-off: Your name

Examples of Short Thank You Notes for Colleagues

To illustrate, here are several examples tailored to different workplace scenarios:

- After a Team Meeting

- "Hi Sarah, just wanted to say thanks for your insights during today's meeting. Your ideas really helped clarify our next steps. Appreciate your input!"

- Assisting with a Project

- "Hey Mark, I appreciate you staying late to help finish the report. It made a real difference. Thanks so much!"

- Providing Support During a Busy Period

- "Hi Lisa, thank you for stepping in last minute to cover my shift. Your support means a lot.

Grateful for teammates like you."

- Celebrating a Personal Achievement

- "Congratulations on your promotion, Tom! Thanks for sharing your success with the team. Well deserved!"

- General Appreciation

- "Just a quick note to say I appreciate all your hard work lately. It hasn't gone unnoticed. Thanks!"

Best Practices for Sending Short Thank You Notes

While brevity is key, adhering to best practices ensures your message resonates.

Timing is Crucial

- Send notes promptly after the act of kindness or support
- Avoid delays that could diminish the gesture's impact

Choose the Right Medium

- Email for formal or remote settings
- Instant messaging apps (e.g., Slack) for quick, informal acknowledgments
- Handwritten notes for special occasions or when a personal touch is desired

Maintain Authenticity

- Be genuine; avoid overly generic phrases
- Tailor each note to reflect the specific situation

Keep It Professional and Respectful

- Use appropriate language
- Respect workplace boundaries and culture

Encourage a Culture of Appreciation

- Lead by example
- Encourage colleagues to reciprocate gratitude regularly

The Psychological and Organizational Impact of Short Thank You Notes

Beyond individual acknowledgment, short thank you notes can influence broader organizational dynamics.

Fostering a Culture of Appreciation

- Regular recognition normalizes gratitude
- Creates an environment where positive behaviors are reinforced

Enhancing Team Cohesion

- Small gestures build trust and camaraderie
- Promote open communication and mutual respect

Boosting Employee Engagement and Productivity

- Recognized employees tend to be more engaged
- Feeling appreciated correlates with increased effort and commitment

Reducing Workplace Stress and Conflict

- Acknowledgment mitigates misunderstandings
- Promotes empathy and understanding among colleagues

Challenges and Considerations

While the benefits are clear, some challenges may arise:

- Overuse or Insincerity: Excessive or generic thank you notes can lose meaning.
- Cultural Differences: Expressions of gratitude vary across cultures; be sensitive to these nuances.
- Balancing Formality: Ensure tone aligns with workplace norms and relationships.

To mitigate these, it?s advisable to:

- Personalize messages whenever possible
- Be authentic in your expressions
- Respect individual preferences regarding acknowledgment

Conclusion: The Power of a Simple Gesture

In the complex landscape of workplace relationships, a short thank you note for colleagues exemplifies how small, thoughtful gestures can have profound impacts. It is an accessible, efficient, and effective way to foster appreciation, strengthen bonds, and promote a positive organizational culture. As workplaces evolve, maintaining the practice of expressing gratitude?no matter how brief?remains a timeless tool to enhance both individual well-being and collective success.

By mastering the art of concise, sincere appreciation, professionals can contribute to a more connected, motivated, and resilient work environment. In the end, sometimes, a few well-chosen words are all it takes to make someone's day?and to build a stronger team for tomorrow.

QuestionAnswer What is a good way to start a short thank you note to colleagues? Begin with a warm greeting and express your appreciation clearly, such as 'Dear Team, I want to sincerely thank you for your support and hard work.' How can I make my thank you note to colleagues more personal? Include specific examples of their help or contributions to show genuine appreciation and make the note more meaningful. What are some examples of short thank you notes for colleagues? For example: 'Thank you all for your teamwork and support. I truly appreciate working with such a dedicated team.' When is the best time to send a thank you note to colleagues? Ideally, send it shortly after the event or assistance, such as after a project completion or team effort, to show timely appreciation. Should I send a handwritten or digital thank you note to colleagues? Both are appropriate; handwritten notes add a personal touch, while digital notes are quick and convenient, especially in remote work settings. How can I keep my thank you note to colleagues concise yet meaningful? Focus on expressing genuine gratitude with a few sincere words, highlighting the specific help or support received. Is it appropriate to include a thank you note in an email to colleagues? Yes, email is a professional and efficient way to convey your appreciation, especially for

remote teams. What are some tips for writing effective short thank you notes to colleagues? Be sincere, specific, brief, and positive. Personalize your message and avoid generic phrases. Can a short thank you note help strengthen workplace relationships? Absolutely, expressing gratitude fosters goodwill, appreciation, and can improve team cohesion. Are there any etiquette tips for sending thank you notes to colleagues? Always be timely, sincere, and respectful. Tailor your message to the relationship and context, and avoid overdoing it.

Related keywords: thank you note, colleagues appreciation, gratitude message, workplace thanks, team appreciation, professional thank you, coworker gratitude, short appreciation message, office thank you note, colleague acknowledgment

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In any professional environment, the support and camaraderie of colleagues play a vital role in fostering a positive workspace and achieving collective goals. When colleagues go above and beyond to assist, motivate, or support during challenging times or significant projects, expressing gratitude through a well-crafted thank you letter is both courteous and impactful. A thoughtful thank you letter to colleagues for support not only acknowledges their efforts but also strengthens professional relationships, boosts morale, and encourages continued collaboration.

In this comprehensive guide, we will explore the importance of expressing gratitude to colleagues, how to write an effective thank you letter, and provide practical examples to help you craft personalized messages that resonate.

Why Writing a Thank You Letter to Colleagues for Support Matters

Expressing appreciation to your colleagues serves multiple purposes:

1. Strengthens Workplace Relationships

A sincere thank you fosters trust and camaraderie, making teamwork more efficient and enjoyable. When colleagues feel appreciated, they are more likely to continue offering support and collaboration.

2. Boosts Morale and Motivation

Recognition for support can significantly elevate morale, encouraging colleagues to maintain their helpful attitude and commitment to the team.

3. Reinforces a Positive Work Culture

Regular acknowledgment creates an environment of respect, gratitude, and positivity, which benefits overall organizational health.

4. Facilitates Future Collaboration

Expressing gratitude opens channels for ongoing cooperation, making future projects smoother and more productive.

Key Elements of an Effective Thank You Letter to Colleagues

A well-written thank you letter should be personalized, sincere, and clear. Here are essential components to include:

1. A Warm Opening

Begin with a friendly greeting that directly addresses your colleagues and sets a positive tone.

2. Specific Mention of Support

Highlight the particular instances or actions where your colleagues offered support. This shows genuine appreciation and makes your message more meaningful.

3. Expression of Gratitude

Clearly state your thanks and acknowledge how their support impacted you or the project.

4. Personal Touch or Anecdote (Optional)

Including a brief personal story or remark can make your message more heartfelt.

5. Closing Remarks

End with a positive note, offering future collaboration or expressing your ongoing appreciation.

Steps to Write a Thoughtful Thank You Letter to Colleagues

Follow these steps to craft an impactful thank you message:

- **Identify the Purpose:** Be clear about what support you are thanking them for.
- **Gather Specific Examples:** Recall particular instances where your colleagues' support made a difference.
- **Personalize Your Message:** Use names and specific details to make the letter genuine.
- **Choose the Appropriate Format:** Decide whether a handwritten note, email, or printed letter suits the occasion.
- **Write with Sincerity and Clarity:** Keep your tone warm, professional, and straightforward.
- **Proofread and Edit:** Ensure your message is free of errors and effectively conveys your appreciation.

Sample Thank You Letters to Colleagues for Support

Below are several sample templates tailored for different situations that can serve as inspiration or be customized to suit your needs.

1. General Appreciation for Support

Dear [Colleague's Name],

I wanted to take a moment to sincerely thank you for your support during [specific project or period]. Your assistance with [mention specific tasks or support] was invaluable and made a significant difference in our success. Your willingness to collaborate and share your expertise truly exemplifies the spirit of teamwork.

I appreciate your dedication and positive attitude. Working alongside you has been a pleasure, and I look forward to future opportunities to collaborate.

Best regards,

[Your Name]

2. Thank You for Support During a Challenging Time

Hi [Colleague's Name],

I cannot thank you enough for the support and encouragement you provided during [specific challenging situation]. Your kindness and understanding helped me navigate a difficult period, and your assistance with [specific tasks or advice] made a real difference.

Your support reaffirmed the strength of our team and reminded me how fortunate I am to work with such caring colleagues.

Warm regards,

[Your Name]

3. Appreciation After a Successful Project

Dear Team,

I want to extend my heartfelt thanks to each of you for your incredible support and dedication throughout [project name]. Your hard work, collaboration, and problem-solving skills were essential in achieving our goals.

Special thanks to [specific colleagues or departments] for going above and beyond. Your contributions did not go unnoticed, and I am grateful for your commitment.

Looking forward to more successful projects together!

Sincerely,

[Your Name]

Tips for Personalizing Your Thank You Letter

To make your message stand out and truly resonate, consider the following tips:

- **Use Names:** Personalize the letter with the recipient's name and mention specific colleagues if addressing a group.
- **Be Specific:** Reference particular actions or moments that demonstrate their support.
- **Maintain a Warm Tone:** Use friendly and appreciative language to convey genuine gratitude.
- **Include a Future Outlook:** Mention looking forward to working together on upcoming projects or initiatives.
- **Choose the Right Medium:** Depending on the formality and your relationship, opt for handwritten notes, emails, or printed letters.

Conclusion

A well-crafted thank you letter to colleagues for support is a simple yet powerful way to express

appreciation, foster stronger professional relationships, and promote a positive work environment. Remember, sincerity is key?your colleagues will value heartfelt recognition more than anything else. By following the guidelines and utilizing the templates provided, you can effectively communicate your gratitude and reinforce a culture of mutual support and respect in your workplace.

Taking the time to thank your colleagues not only benefits your professional relationships but also contributes to a more motivated, collaborative, and successful team. So, don?t hesitate?reach out with a genuine thank you today!

Thank you letter to colleagues for support

In the fast-paced world of modern workplaces, collaboration and support among colleagues are vital for individual success and organizational growth. When colleagues extend a helping hand, provide guidance, or contribute to a project?s success, acknowledging their support is not only courteous but also instrumental in fostering a positive and productive work environment. A well-crafted thank you letter to colleagues for support serves as a meaningful gesture that reinforces professional relationships, boosts morale, and encourages ongoing cooperation. This article explores the importance of expressing gratitude through thank you letters, offers practical tips on composing impactful messages, and provides sample structures to inspire your own expressions of appreciation.

Understanding the Significance of Thank You Letters in the Workplace

Expressing gratitude in a professional setting transcends mere politeness?it cultivates a culture of mutual respect and appreciation. A thank you letter to colleagues for support accomplishes several key objectives:

Building Stronger Professional Relationships

When colleagues support each other, it often stems from a foundation of trust and camaraderie. A sincere thank you letter reinforces this bond, demonstrating that you value their efforts and recognize their contribution. Over time, such acknowledgment can lead to deeper collaboration and a more cohesive team dynamic.

Enhancing Morale and Motivation

Recognition is a powerful motivator. Acknowledging support not only makes colleagues feel appreciated but also encourages them to continue their helpful behaviors. This positive reinforcement can elevate overall morale within the team, fostering an environment where mutual support is the norm.

Promoting a Culture of Appreciation

Organizations that prioritize gratitude tend to have healthier working atmospheres. By regularly expressing thanks, employees contribute to a culture where appreciation becomes ingrained, leading to increased job satisfaction, loyalty, and reduced turnover.

Personal and Professional Growth

Taking the time to write a thank you letter allows you to reflect on the collaborative efforts that contributed to your success. It also demonstrates professionalism, emotional intelligence, and leadership qualities?traits highly valued across industries.

When to Send a Thank You Letter to Colleagues

Timing is crucial when expressing appreciation. Consider sending a thank you letter in these scenarios:

- After Completing a Major Project: To acknowledge their contributions and support during a significant task.
- Following Mentorship or Guidance: When colleagues provide valuable advice or training.
- In Response to Unexpected Help: If they assist during a crisis or unexpected challenge.
- During Appreciation Events: Such as Employee Appreciation Day or team celebrations.
- When Celebrating Achievements: To congratulate colleagues on milestones or accomplishments that involved their support.

Timeliness ensures that your gratitude feels genuine and relevant, reinforcing positive behavior and fostering ongoing support.

Components of an Effective Thank You Letter to Colleagues

A well-structured thank you letter combines sincerity with professionalism. Here are essential components to consider:

- Personalized Greeting

Begin with a friendly and respectful salutation. Address the colleague by name to add a personal touch.

- Clear Expression of Gratitude

State explicitly what you are thankful for. Be specific about the support or actions they provided.

- Mention of Impact

Describe how their support made a difference to your work, project, or overall experience. This demonstrates that you genuinely value their efforts.

- Reinforcement of Relationship

Express your appreciation for their ongoing support or collaboration, fostering a sense of camaraderie.

- Closing with Warmth

End with a positive note, reiterating your thanks and expressing interest in future collaboration.

- Professional Sign-off

Use an appropriate closing phrase and your name or signature.

Sample Structure:

Subject Line (for email):

"Thank You for Your Support"

Greeting:

Dear [Colleague?s Name],

Expression of gratitude:

I wanted to sincerely thank you for your assistance with [specific task or project].

Impact statement:

Your support made a significant difference by [explain how], which helped us meet our deadline and improve the overall quality.

Reinforcement:

I truly appreciate your willingness to step in and share your expertise. It?s a pleasure working alongside someone so dedicated.

Closing:

Thanks once again for your support. I look forward to collaborating with you on future projects.

Sign-off:

Best regards,

[Your Name]

Tips for Writing a Memorable Thank You Letter

- Be Genuine: Authenticity resonates more than overly formal or generic messages.
- Keep it Concise: Be respectful of your colleague?s time; aim for a message that is clear and to the point.
- Personalize Your Message: Mention specific instances or qualities that you appreciate.
- Use Professional Language: Maintain a respectful tone, even if you have a close working relationship.
- Consider the Medium: An email is quick and efficient, but a handwritten note can add a personal touch for especially meaningful support.

Examples of Thank You Messages to Colleagues

Below are sample messages tailored to different contexts:

General Support:

"Hi Sarah, I wanted to thank you for your support during the recent project. Your insights and dedication helped us meet our goals ahead of schedule. I appreciate your teamwork and look forward to collaborating again."

Mentorship or Guidance:

"Dear John, I am grateful for the guidance you provided during my onboarding. Your mentorship made a challenging transition much smoother, and I?ve learned a lot from your expertise. Thank you for taking the time to support me."

Unexpected Help:

"Hello Mark, I sincerely appreciate your quick assistance yesterday when I was overwhelmed with deadlines. Your willingness to step in made a huge difference, and I am grateful for your support."

Celebrating Achievements:

"Congratulations on your recent promotion! Your hard work and leadership have truly inspired our team. Thank you for always supporting us and leading by example."

Expressing Ongoing Appreciation:

"I just wanted to say thank you for your continuous support and collaboration. Your positive attitude and dedication make working together a pleasure."

Final Thoughts: Making Gratitude a Workplace Norm

Expressing appreciation through thank you letters is a simple yet impactful practice that benefits both individuals and organizations. Regular acknowledgment of support nurtures trust, encourages ongoing collaboration, and contributes to a positive workplace culture. Whether through brief notes or detailed messages, taking the time to thank colleagues demonstrates professionalism, emotional intelligence, and genuine appreciation.

In today?s competitive and dynamic work environments, fostering a culture of gratitude can be a key differentiator. As you craft your thank you letters, remember that sincerity matters most. Personalize your messages, be specific about the support received, and convey your appreciation with warmth and professionalism. Your colleagues will not only feel valued but will also be motivated to continue their support, creating a cycle of positivity and mutual growth that benefits everyone involved.

QuestionAnswer What are some key elements to include in a thank you letter to colleagues for their support? A sincere expression of gratitude, specific examples of their support, mention of how it impacted you, and a closing remark to strengthen professional relationships. When is the best time to send a thank you letter to colleagues after receiving support? Ideally, send the thank you letter within a few days to a week after the support was provided to ensure your appreciation is timely and genuine. Should a thank you letter to colleagues be formal or informal? The tone should match your relationship with the colleagues; generally, a professional yet warm and appreciative tone works best. Can a thank you letter help improve workplace relationships? Yes, expressing gratitude fosters

positive connections, encourages teamwork, and can strengthen professional relationships. What are some tips for making a thank you letter to colleagues more impactful? Personalize your message, be specific about the support received, express genuine appreciation, and keep the tone sincere and respectful. Is it appropriate to include a future collaboration mention in a thank you letter? Yes, mentioning looking forward to future collaborations can reinforce ongoing teamwork and appreciation. Are handwritten thank you notes more effective than emails for colleagues? Handwritten notes can feel more personal and thoughtful, but emails are also acceptable and practical, especially in remote or digital work environments.

Related keywords: appreciation letter, workplace gratitude, acknowledgment message, team support letter, professional thanks, coworker appreciation, gratitude note, colleague recognition, supportive message, thank you email

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