

A small bouquet, a favorite snack, or a coffee gift card can thank a colleague for covering your workload. Pair it with a note that names what they did and how much their help meant.

Choose something personal but modest

Start with what you know about your colleague. If they keep a vase on their desk, a small bunch of flowers could brighten their workspace. If they are always talking about a particular tea, a box of it may feel more thoughtful than a gift chosen at random.

Keep the scale comfortable for your relationship and workplace. A gift does not need to match the number of emails they answered or meetings they attended. That calculation could get alarming. A modest gesture and a sincere thank you are enough to show you noticed the effort.

If you know little about their tastes, choose something easy to enjoy or share. A small box of biscuits for the team can work, though it is still worth giving your colleague a separate note so your thanks does not get lost in the crumbs.

Pick a gift that fits their day

Think about where the gift will go and what your colleague can comfortably take home. A large arrangement may be lovely, but less convenient for someone commuting on a crowded train.

- **A small bouquet:** Choose a compact bunch that will fit on a desk or travel home easily.
- **A favorite treat:** Pick a snack you know they enjoy, keeping any dietary needs in mind.
- **A coffee or tea gift card:** A useful option if you know where they like to get a drink.

- **A handwritten note:** A good gift on its own, especially if your workplace has rules about accepting presents.

For flowers, consider scent and allergies, particularly in a shared office. If you are unsure, a plant is not automatically a safer choice: it may need care your colleague does not want to take on. A note and a treat can be simpler.

Make your thanks specific

Write a few lines about the work they covered. You might say, “Thank you for handling the client questions while I was away. Knowing they were in good hands made coming back much easier.” Adjust the details to reflect what actually happened.

Give the gift soon after you return if you can, and thank them in person too. If their help involved a team effort, acknowledge the others who stepped in. You can also mention their contribution to your manager, provided that feels appropriate in your workplace. Recognition is not a substitute for a thank you, but it can be a welcome addition.

Questions you might have

Are flowers appropriate for a colleague?

They can be, if your colleague likes them and your workplace allows gifts. Choose a small bunch and consider allergies and fragrance.

What if I do not know what they like?

A thoughtful note is a safe place to start. Add a shareable treat if you know it suits their dietary needs.

Should I thank someone who was assigned the work?

Yes. Even if covering for you was part of their job, they gave their time and attention to help. A specific thank you recognizes that effort.

A related guide: Viennese flower still lifes