Recognition Letter

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| --- | --- |
| [Employee Name] | [Company Name] |
| [Employee Job Title] | [Company Address] |
| [Employee Department] | [Date] |
|  |  |

**Subject: Recognition of your [outstanding performance/teamwork/milestone achievement]**

Dear [Employee Name],

I’d like to take a moment to recognize and express my appreciation for your [outstanding performance/exceptional teamwork/milestone achievement, etc.] on [specific project/task/company milestone]. Your dedication, [highlight qualities such as reliability, teamwork, innovation, etc.], and commitment to excellence have made a significant impact on our team and company.

Specifically, [describe specific contributions or achievements, such as handling project transitions, meeting tight deadlines, supporting teammates, etc.] was instrumental in [mention specific impact, like improving efficiency, helping the company achieve key goals, etc.]. Your work ethic is a true reflection of the positive values we strive to uphold.

We are all sincerely grateful for your hard work, and I want to personally express my appreciation for your efforts. Your performance sets a great example for the entire team, and employees like you help drive our success and maintain our high quality standards.

Thank you again for your remarkable performance. I’m sure you’ll achieve even greater accomplishments in the future.

Warm regards,
[Your Name]
[Your Job Title]

