

Letter of Acknowledgement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

I am pleased to formally acknowledge your exceptional performance in exceeding the targets set for the [specify the period, e.g., last quarter]. Your dedication and hard work have not gone unnoticed.

With a [insert percentage]% increase in productivity and contribution towards our goals, your efforts have significantly impacted the team's success and overall company performance.

Please accept our heartfelt appreciation for your commitment. We look forward to your continued excellence and contributions to our team.

Best regards,

[Your Name]

[Your Position]

[Company Name]