

Recognition of Exceptional Teamwork

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name/Your Title]

Dear [Team Member's Name],

I am writing to express my sincere appreciation for the exceptional teamwork you demonstrated during [specific project or task]. Your dedication, collaboration, and positive attitude significantly contributed to our success.

Your ability to work effectively with your colleagues and to support one another was a vital part of our team's accomplishments. It is a pleasure to see how your skills and determination helped us to overcome challenges and achieve our goals.

Thank you for your hard work and for embodying the spirit of teamwork. I look forward to seeing your continued contributions in the future.

Best regards,

[Your Name]

[Your Title]

[Your Company]