

Employee Performance Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Recognition

Dear [Employee's Name],

I am pleased to take this opportunity to recognize your outstanding performance and contributions to our team over the past [time period]. Your hard work, dedication, and commitment to excellence have not gone unnoticed.

Specifically, I would like to commend you for [mention specific achievements or projects]. Your efforts have not only benefited our team but have also set a great example for your colleagues.

We appreciate your contributions, and I look forward to seeing your continued growth and success in the future.

Thank you once again for your hard work and dedication.

Sincerely,

[Manager's Name]

[Job Title]

[Company Name]