

# Team Contribution Recognition

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name or Team Leader's Name]

Subject: Recognition of Your Outstanding Contributions

Dear [Team Member's Name],

I hope this message finds you well. I would like to take a moment to express my heartfelt appreciation for your exceptional contributions to our team.

Your dedication and hard work on [specific project or task] have not gone unnoticed. Your ability to [mention specific skills or qualities, e.g., lead initiatives, support your colleagues, deliver high-quality results] has made a significant impact on our success and has inspired others in the team.

Thank you for your commitment and for going above and beyond. Your efforts do not only contribute to our goals but also foster a positive work environment.

Once again, thank you for your hard work and dedication. It's a pleasure to have you on our team!

Best regards,  
[Your Name]  
[Your Position]