

Letter of Recognition

Date: [Insert Date]

Dear [Team/Individual Name],

I am writing to formally recognize and express my gratitude for the exceptional contributions you have made to our team.

Your efforts in [specific project or task] have significantly impacted our success. Your attention to detail, creativity, and dedication have not gone unnoticed and are truly appreciated.

Thank you for being an integral part of our team. Your hard work and commitment inspire those around you, and I look forward to seeing your continued contributions.

Warm regards,

[Your Name]

[Your Position]

[Your Company]