Employee Performance Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Performance Recognition

Dear [Employee's Name],

I am writing to formally recognize your outstanding performance and dedication to your work over the past [time period]. Your contributions to the team have not gone unnoticed, and I want to take this opportunity to express my appreciation.

Your ability to [mention specific achievements or skills] has significantly impacted our [team/project/company]. Your commitment to excellence and your positive attitude are truly commendable.

We are fortunate to have you as part of our team, and I look forward to witnessing your continued growth and success within our organization.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]