

Commendation Letter

Date: _____

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

I am writing to formally commend you for your outstanding performance during your recent temporary assignment as [Position/Role] from [Start Date] to [End Date]. Your dedication and commitment to excellence have significantly contributed to the success of our team.

Your ability to [specific achievement or task] showcased your skills and determination to go above and beyond. The feedback from your colleagues and supervisors has been overwhelmingly positive, highlighting your [describe qualities such as teamwork, leadership, etc.].

Thank you for your hard work and commitment. We are grateful to have you as a part of our team, and we look forward to your continued contributions in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]