

Letter of Commendation

Date: [Insert Date]

To: [Freelancer's Name]

From: [Your Name/Company Name]

Subject: Commendation for Accomplishing Goals

Dear [Freelancer's Name],

I am writing to formally commend you for your outstanding performance and dedication in achieving the set goals for [Project/Task Name]. Your exceptional skills and commitment to excellence have greatly contributed to the success of our project.

Your ability to [specific achievement or skill] has not only met our expectations but has surpassed them. The timely delivery of your work and your innovative approach have been invaluable to our team.

Thank you for your hard work and dedication. We look forward to continuing our collaboration in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company]