

Letter of Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Your Excellent Purchasing Judgment

Dear [Employee's Name],

I am writing to formally recognize and commend your exceptional judgment in purchasing during the past quarter. Your ability to evaluate suppliers and negotiate favorable terms has significantly contributed to our team's success.

Your analytical approach and keen eye for value have not gone unnoticed. The cost savings achieved from your recent purchasing decisions have positively impacted our budget and overall efficiency.

Thank you once again for your dedicated efforts and impressive performance. We appreciate your commitment to excellence and look forward to your continued contributions.

Best regards,

[Your Signature]

[Your Position]

[Company Name]