

# Staff Commendation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Commendation for Outstanding Performance

Dear [Employee's Name],

I am writing to formally commend you for your outstanding performance and dedication to your role as [Employee's Position]. Your efforts have greatly contributed to the success of our team and the organization.

Specifically, your work on [specific project or task] demonstrated exceptional skill and commitment. Your ability to [mention specific skills or qualities] has not only elevated the quality of our work but has also inspired your colleagues.

Thank you for your hard work and excellent service. We appreciate your dedication and look forward to your continued contributions to our team.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]