

Employee Volunteer Recognition

Date: _____

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Your Outstanding Volunteer Service

Dear [Employee's Name],

I am writing to express our heartfelt gratitude for your exceptional volunteering efforts over the past [duration]. Your dedication and commitment to [specific cause or organization] have greatly impacted our community and inspired your colleagues.

Through your hard work and passion, you have demonstrated not only remarkable leadership skills but also a deep compassion for those in need. Your ability to motivate others and rally support for [specific project or event] has made a significant difference.

We are proud to have you on our team and appreciate the time and energy you have devoted outside of work hours. Thank you for embodying our company's values of service and community engagement.

Once again, thank you for your outstanding contributions. We look forward to your continued involvement in volunteer initiatives.

Warm regards,

[Your Name]

[Your Position]

[Company Name]