

# Employee Performance Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Performance Recognition

Dear [Employee's Name],

I am writing to formally acknowledge and recognize your outstanding performance and contributions to [Company/Department Name] over the past [time period]. Your dedication and commitment have not gone unnoticed.

Your ability to [specific achievements or skills] has significantly impacted our team's success, and we are incredibly grateful to have you as part of our organization.

We appreciate your hard work and look forward to seeing your continued growth and success. Keep up the excellent work!

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]