

# Letter of Acknowledgment

Date: [Insert Date]

To: [Team Lead's Name]

From: [Your Name]

Subject: Acknowledgment of Your Initiative

Dear [Team Lead's Name],

I am writing to formally acknowledge and commend you for your outstanding initiative in [describe the initiative]. Your leadership and vision have significantly contributed to our team's success.

Your ability to [mention specific actions or qualities] has inspired us all and will undoubtedly lead to positive outcomes in the future. We appreciate your hard work and dedication.

Thank you once again for your exceptional efforts. Looking forward to our continued success together!

Sincerely,

[Your Name]

[Your Position]