

Letter of Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Colleague's Name]

[Colleague's Position]

[Colleague's Company]

[Colleague's Address]

[City, State, Zip Code]

Dear [Colleague's Name],

I am writing to express my heartfelt appreciation for your invaluable contributions to [specific project or task]. Your dedication and hard work have not gone unnoticed, and they have significantly impacted our team's success.

Your ability to [specific skill or contribution] helped us [describe the outcome]. Your innovative ideas and proactive approach have set a benchmark for excellence.

Thank you once again for your efforts and commitment. I look forward to continuing our collaboration in future projects.

Warm regards,

[Your Name]

[Your Position]