

Letter of Recognition

Date: **[Insert Date]**

To: **[Colleague's Name]**

From: **[Your Name]**

Subject: Recognition for Your Guidance

Dear [Colleague's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the invaluable guidance you have provided me during the [specific project or period]. Your expertise and support have significantly contributed to my professional growth.

From the start of the project, your insights and suggestions helped me navigate challenges effectively. Your willingness to share your knowledge made a meaningful impact on my work and enhanced my understanding of [specific area or skill].

Thank you once again for your mentorship and support. I look forward to continuing to learn from you and working together in the future.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]