

Recognition of Dedication

Date: [Date]

To: [Receptionist's Name]

From: [Your Name]

Subject: Recognition of Your Outstanding Dedication

Dear [Receptionist's Name],

I am writing to formally recognize and express my appreciation for your exceptional dedication and commitment as our receptionist. Your professionalism and friendly demeanor create a welcoming atmosphere for everyone who enters our office.

Your ability to handle multiple tasks with efficiency, while maintaining a positive attitude, has not gone unnoticed. You consistently go above and beyond in your role, and it greatly contributes to the overall success of our team.

Thank you for your hard work and dedication. We are fortunate to have you as part of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]