

# Letter of Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Your Contributions

Dear [Employee's Name],

As you prepare to depart from [Company Name], I want to take a moment to express my heartfelt gratitude for your outstanding contributions to our team.

Your dedication and hard work have played a significant role in our successes over the past [duration of employment]. Your innovative ideas and collaborative spirit have not only elevated our projects but have also inspired your colleagues.

We will certainly miss your [mention any specific qualities or contributions, e.g., expertise, leadership, positivity]. Thank you for all the hard work and for being a vital part of our team.

We wish you all the best in your future endeavors and hope that you stay in touch.

Sincerely,

[Your Name]

[Your Position]

[Company Name]