

Staff Recognition Award

Date: [Insert Date]

To: [Staff Member's Name]

From: [Your Name]

Subject: Recognition of Your Outstanding Contributions

Dear [Staff Member's Name],

I am writing to formally recognize and express our appreciation for your exceptional performance and contributions to [Company/Organization Name]. Your dedication and hard work have not gone unnoticed.

Specifically, I want to highlight your efforts in [mention specific project or task]. Your ability to [describe a key quality, skill, or achievement] greatly contributed to our success and inspired others around you.

Your positive attitude and willingness to go above and beyond are truly commendable. Thank you for being a valuable part of our team.

As a token of our appreciation, we are pleased to present you with [mention any awards, bonuses, or gifts if applicable].

Once again, thank you for your hard work and dedication. We look forward to seeing your continued success at [Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]