

Letter of Appreciation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Job Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to express my heartfelt appreciation for your exceptional skills and dedication as a janitor at [Company Name]. Your attention to detail, commitment to cleanliness, and ability to maintain a safe and welcoming environment have not gone unnoticed.

Your work ethic and professionalism have set a high standard for your colleagues. Your proactive approach to handling challenges and ensuring that our facilities are always in pristine condition speaks volumes about your capabilities. It is with this recognition in mind that I believe you are more than deserving of increased responsibilities within our team.

We would like to offer you the opportunity to take on [specific higher responsibility or role], where your expertise and insights will be invaluable. We believe that this step will not only benefit our organization but will also contribute to your professional growth.

Thank you once again for your hard work and commitment. We look forward to your continued contributions and are excited to see how you will excel in this new role.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]