

# Letter of Recognition

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Agency Name]

[Agency Address]

Dear [Recipient's Name],

I am writing to formally recognize your outstanding service and dedication as a staff member at [Agency Name]. Your exceptional commitment to our mission of helping the community has not gone unnoticed.

Over the past [duration], you have consistently gone above and beyond in your work. Your ability to [specific contribution or achievement] has significantly impacted our organization's success and the lives of those we serve.

Your compassionate approach and professionalism exemplify the core values of our agency. We truly appreciate the effort and energy you put into your role each day.

As a token of our appreciation, we are pleased to present you with this recognition certificate. Thank you for your hard work and dedication.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Agency Name]