

# Letter of Recognition

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Recognition for Your Outstanding Service

Dear [Employee Name],

I hope this letter finds you in great spirits. I am writing to take a moment to recognize and appreciate your exceptional hard work and dedication as a member of our social service agency.

Your commitment to serving our community has not gone unnoticed. Your efforts in [specific project or task] have made a substantial difference in the lives of those we serve. Your passion and perseverance inspire not only your colleagues but also the individuals and families who rely on our services.

Thank you for exemplifying the core values of our organization. Your contributions are invaluable, and I look forward to seeing your continued impact on our community.

Congratulations on your well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Agency Name]