

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally recognize and commend you for your outstanding service in providing shuttle transportation. Your dedication and commitment to ensuring a safe and efficient experience for all passengers have not gone unnoticed.

Your punctuality, professionalism, and positive attitude have significantly contributed to the satisfaction of our clients and made a lasting impression on everyone you encounter. It is employees like you who exemplify our values and set the standard for excellence.

Thank you for your exceptional work and for going above and beyond in your role. We look forward to your continued contributions and success.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]