

# Performance Review Commendation

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

As part of your recent performance review, I would like to take this opportunity to commend you for your outstanding contributions and efforts over the past [time period]. Your dedication and hard work have not gone unnoticed.

Throughout this review period, you have demonstrated exceptional skills in [specific skills or projects]. Your ability to [specific achievements] has set a remarkable example for your peers and greatly contributed to our team's success.

Your positive attitude and willingness to go the extra mile have made a significant impact, and we are truly grateful for your commitment to excellence. Keep up the great work!

Thank you for your hard work and dedication. We look forward to seeing your continued growth and success within our team.

Sincerely,

[Your Name]

[Your Title]

[Company Name]