

Commendation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Commendation for Exceeding Performance Targets

Dear [Employee's Name],

I am writing to formally commend you for your outstanding performance over the past [time period]. Your dedication and hard work have not only met but exceeded the targets set for your role.

Your ability to [specific achievement or contribution] has significantly contributed to our team's success and has set a great example for your colleagues.

As a token of appreciation, we would like to recognize your efforts by [mention any reward or recognition, if applicable].

Thank you once again for your exceptional work. Keep up the great work!

Sincerely,

[Your Name]

[Your Position]

[Company Name]