

Service Recognition Letter

Date: [Insert Date]

Dear [Employee's Name],

On behalf of [Company/Organization Name], I would like to extend our heartfelt gratitude for your dedicated service and commitment. Your contributions over the past [number of years] have been invaluable to our team and the organization as a whole.

Your hard work and determination in [specific achievements or contributions] have significantly impacted our success and fostered a positive work environment.

As a token of our appreciation, we would like to recognize your efforts by [describe any rewards, certificates, or acknowledgment]. We celebrate not only your accomplishments but also your role in enhancing our workplace culture.

Thank you once again for your unwavering dedication. We look forward to your continued success and contributions to [Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]