

Accolade Statement

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Exceptional Performance

Dear [Employee's Name],

I am writing to formally acknowledge your outstanding performance and commitment to excellence in your role as [Employee's Job Title]. Your recent contributions, particularly [mention specific achievements or projects], have significantly enhanced our team's success and morale.

Your dedication to [specific values, e.g., teamwork, innovation, customer service] has not gone unnoticed. The way you [describe a specific positive behavior or action] exemplifies the core values of our organization and inspires your peers.

Thank you for your hard work and dedication. We are proud to have you as part of our team and look forward to your continued success.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]