

Extracurricular Talent Acknowledgement

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Acknowledgement of Extracurricular Talents

Dear [Employee Name],

I hope this message finds you well. I would like to take a moment to acknowledge and appreciate your involvement in extracurricular activities which have contributed significantly to our team culture and overall work environment.

Your participation in [specific activity or organization] not only showcases your dedication and leadership skills but also enhances the collaborative spirit within our workplace. Your efforts in [describe specific contributions or achievements] have not gone unnoticed and have positively impacted our team.

As we conduct performance reviews this year, I want to underline how these talents and experiences enrich our organization and contribute to your professional development. Your unique skills have proven to be beneficial, and I encourage you to continue pursuing your passions outside of work.

Thank you for being an integral part of our team. I look forward to seeing your continued growth and contributions in both your professional and extracurricular endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]