

Letter of Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Acknowledgment of Consistent Performance

Dear [Employee's Name],

I am writing to formally acknowledge your consistent performance and dedication to your role at [Company Name]. Over the past [duration], your commitment and hard work have not gone unnoticed.

Your ability to [mention specific achievements or contributions] has greatly contributed to our team's success. It is evident that you consistently strive for excellence and inspire those around you.

Thank you for your ongoing efforts and professionalism. We look forward to your continued contributions to our organization.

Sincerely,

[Your Name]

[Your Position]

[Company Name]