

Letter of Commendation

Date: [Insert Date]

To: [Junior's Name]

From: [Your Name]

Subject: Commendation for Outstanding Service

Dear [Junior's Name],

I am writing to formally commend you for your exceptional service and dedication while working on [specific project or task]. Your hard work has not gone unnoticed and has made a significant contribution to our team's success.

Your [mention specific skills, abilities, and behaviors, e.g., leadership, teamwork, communication] were evident in your approach and execution. You consistently went above and beyond expectations, demonstrating a level of professionalism and commitment that is commendable.

Thank you for your outstanding efforts. I look forward to witnessing your continued growth and success within the team.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]