

Letter of Praise

Date: [Insert Date]

To: [Subordinate's Name]

From: [Your Name]

Subject: Outstanding Project Achievement

Dear [Subordinate's Name],

I am writing to express my sincere appreciation for your exceptional work on the [Project Name]. Your dedication and hard work have significantly contributed to the project's success and have not gone unnoticed.

Your ability to [specific contribution or skill demonstrated] played a crucial role in overcoming challenges and achieving our goals. The team and I were consistently impressed by your creativity and problem-solving skills.

Thank you for your commitment and for going above and beyond to ensure the project's success. I look forward to seeing more of your outstanding work in the future.

Warm regards,

[Your Name]

[Your Job Title]