

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition for Outstanding Teamwork

Dear [Recipient's Name],

I am writing to formally recognize your exceptional teamwork and dedication during the recent [Event Name] held on [Event Date]. Your efforts played a vital role in the success of the event, and your ability to collaborate with team members and stakeholders was truly commendable.

Your skills in [mention specific skills or contributions, e.g., organization, communication, problem-solving] significantly contributed to achieving our goals, and your positive attitude greatly affected the morale of the team.

Thank you for your hard work and commitment. We look forward to seeing your continued contributions in future projects.

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]