

# Letter of Acknowledgment

Date: [Insert Date]

To: [Janitor's Name]

From: [Your Name]

Subject: Acknowledgment of Your Excellent Service

Dear [Janitor's Name],

I hope this message finds you well. I would like to take a moment to formally acknowledge and thank you for your invaluable contributions to our school.

Your dedication to maintaining clean and safe facilities has not gone unnoticed. The school environment reflects your hard work and commitment, ensuring that students and staff can thrive in a pleasant atmosphere.

We appreciate your efforts in keeping the premises clean and well-organized, arranging repairs promptly, and your exceptional attention to detail. Your positive attitude and willingness to go above and beyond are truly commendable.

Thank you once again for your outstanding service. We are grateful to have you as a vital part of our school community.

Sincerely,

[Your Name]

[Your Position]

[School's Name]