

Letter of Commendation

Date: [Insert Date]

To: [Security Officer's Name]

From: [Your Name]

Subject: Commendation for Outstanding Service

Dear [Security Officer's Name],

I am writing to formally commend you for your exceptional performance and dedication as a security officer at [Company/Organization Name]. Your professionalism, vigilance, and commitment to ensuring the safety and security of our premises have not gone unnoticed.

On [specific date or event], your quick response to [describe specific incident] demonstrated your ability to handle high-pressure situations with poise and efficiency. The proactive measures you took not only protected our staff and property but also instilled confidence among everyone present.

Your exemplary work ethic and positive attitude make you a valued member of our team. Thank you for your service and for setting a standard of excellence that inspires others.

We look forward to seeing your continued contributions to [Company/Organization Name]. Once again, thank you for your dedication and outstanding service.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]