

Letter of Commendation

Date: [Insert Date]

To: [Crew Member's Name]

Position: [Crew Member's Position]

Cruise Ship: [Cruise Ship Name]

Dear [Crew Member's Name],

I am writing to formally commend you for your exceptional performance and dedication while serving on the [Cruise Ship Name]. Your hard work and commitment to excellence have significantly contributed to the positive experiences of our passengers.

Your [specific contributions, e.g., outstanding service at the dining area, exceptional guest relations, etc.] did not go unnoticed. Many guests have shared their appreciation for your [specific qualities or actions], making their journey unforgettable.

Your ability to [mention any specific skills or instances] is truly commendable and reflects well on our entire crew. We are proud to have you as part of our team.

Thank you for your dedication and inspiring work ethic. Keep up the great work!

Sincerely,

[Your Name]

[Your Position]

[Company Name]