

Commendation Letter

Date: [Insert Date]

To: [Career Coach's Name]

From: [Your Name]

[Your Title/Position]

[Your Organization]

Dear [Career Coach's Name],

I am writing to formally commend you for your exceptional service as a career coach. Your expertise and guidance have made a significant impact on my professional journey, and I am incredibly grateful for your support.

Your ability to understand my aspirations and provide tailored advice has been invaluable. The tools and strategies you shared empowered me to navigate complex career decisions with confidence.

Thank you for your dedication and commitment to helping others succeed. I look forward to continuing our work together and applying the insights I've gained under your mentorship.

Sincerely,

[Your Signature]

[Your Name]

[Your Contact Information]