

Employee Recognition for Customer Service Excellence

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition for Outstanding Customer Service

Dear [Employee's Name],

I am writing to formally recognize your outstanding contribution to our customer service team. Your commitment to providing exceptional service has not gone unnoticed and has significantly enhanced our customer satisfaction.

Your ability to [specific example of the employee's excellent service] truly reflects our company's values and is an inspiration to your colleagues. You consistently go above and beyond to ensure our customers have a positive experience, and for that, we are extremely grateful.

Thank you for your hard work and dedication. We appreciate your efforts and are proud to have you as part of our team.

Sincerely,

[Your Name]

[Your Position]