

# Employee Recognition for Leadership Contributions

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition for Your Outstanding Leadership

Dear [Employee's Name],

I am writing to formally recognize and express my gratitude for your exceptional leadership contributions during [specific project or time period]. Your ability to guide your team, foster collaboration, and drive results has not gone unnoticed.

Your leadership skills in [specific example of leadership] have truly made a positive impact on our organization. The way you [describe specific actions or behaviors] set a standard for others to follow and has motivated your team to reach new heights.

Thank you for your dedication and hard work. We are fortunate to have you as part of our team, and I look forward to seeing your continued growth and contributions.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]