

Employee Recognition for Teamwork Excellence

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Recognition of Your Outstanding Teamwork

Dear [Employee's Name],

I am pleased to take this opportunity to formally recognize your exceptional teamwork and collaboration on the [specific project or task]. Your ability to work seamlessly with your colleagues and contribute positively to the team atmosphere has not gone unnoticed.

Your proactive approach and commitment have greatly enhanced the effectiveness of the team. The way you [specific example of teamwork or contribution] exemplifies the values we hold dear at [Company Name]. It is clear that your efforts have played a significant role in our success.

Thank you for your dedication and hard work. We are fortunate to have you as a part of our team.

Congratulations on this well-deserved recognition!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]