

Team Recognition Award

Date: **[Insert Date]**

To: **[Team Member's Name]**

From: **[Your Name]**

Subject: Team Recognition Award

Dear **[Team Member's Name]**,

It is with great pleasure that I extend my heartfelt appreciation for your exceptional contributions to our team. Your hard work, dedication, and commitment have played a crucial role in achieving our goals.

Your teamwork and positive attitude have not gone unnoticed. You consistently demonstrate professionalism and a willingness to help others, setting a standard for all.

As a token of our appreciation, we are honored to present you with the Team Recognition Award. This award symbolizes our gratitude for your valuable efforts and remarkable impact.

Thank you for being an integral part of our success. We look forward to continuing to work together and achieving even greater milestones!

Sincerely,

[Your Name]
[Your Position]