

Letter of Recognition

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Recognition of Your Support

Dear [Team Member's Name],

I would like to take a moment to express my heartfelt appreciation for the incredible support you have provided to our team. Your dedication and willingness to assist others have not gone unnoticed.

Throughout [specific project or time period], you consistently went above and beyond, demonstrating a fantastic team spirit. Your ability to [mention specific actions or qualities, e.g., "step in during challenges" or "offer insightful solutions"] has greatly contributed to our success.

Thank you once again for being such an important part of our team. Your supportive nature and collaborative mindset make a significant difference. We are truly grateful for your contributions.

Best regards,

[Your Name]

[Your Position]