

Commendation Letter

Date: [Insert Date]

To: [Team Name]

From: [Your Name]

Subject: Commendation for Outstanding Teamwork in Cleaning

Dear [Team Name],

I am writing to formally commend you for your exceptional teamwork and dedication during the recent cleaning project. Your hard work and commitment to maintaining a clean and hygienic environment have not gone unnoticed.

The efficiency and coordination demonstrated by your team were truly impressive. Each member contributed their skills and effort, ensuring that the cleaning process was completed ahead of schedule and to the highest standards. Your teamwork not only enhanced the workspace but also set a great example for others.

Thank you for your outstanding performance. Keep up the excellent work!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]