

Letter of Commendation

Date: [Insert Date]

To: [Flight Attendant's Name]

From: [Your Name]

Subject: Commendation for Exceptional Performance

Dear [Flight Attendant's Name],

I am writing to formally commend you for your exceptional performance during flight [Flight Number] on [Date of Flight]. Your professionalism and dedication to ensuring passenger comfort and safety were evident throughout the flight.

Your attentiveness to detail and your ability to handle various situations with grace and poise greatly contributed to a positive experience for all passengers on board. The positive feedback we received from passengers highlights your outstanding service and commitment to excellence.

Thank you for your hard work and dedication. It is employees like you who make our airline a leader in customer service. We look forward to seeing your continued success and contributions in the future.

Warm regards,

[Your Position]

[Your Company Name]