

# Employee Recognition Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: A Gesture of Appreciation

Dear [Employee's Name],

I hope this message finds you well. I am writing to take a moment to recognize and appreciate the exceptional contributions you have made to the [Team/Company Name] over the past [time period]. Your dedication, hard work, and positive attitude have made a significant difference, and we truly value your efforts.

As a token of our appreciation, we would like to offer you [describe the goodwill gesture, e.g., a gift card, an extra day off, etc.]. We believe that it's important to celebrate our achievements, and your commitment has certainly earned this recognition.

Thank you once again for your outstanding performance and for being an integral part of our team. We look forward to your continued success and contributions.

Sincerely,

[Your Name]

[Your Position]

[Company Name]