

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition for Excellent Assistance

Dear [Recipient's Name],

I am writing to formally recognize and commend you for the excellent assistance you provided during [specific project or task]. Your dedication, professionalism, and attention to detail have significantly contributed to our success.

Your ability to [mention specific skills or actions, e.g., "navigate challenges" or "collaborate effectively with the team"] has not gone unnoticed. You went above and beyond in ensuring that [specific outcome or goal was achieved].

Thank you once again for your hard work and commitment. We are grateful to have you as part of our team.

Best regards,

[Your Name]

[Your Position]

[Your Company]