

# Outstanding Customer Service Award

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Outstanding Customer Service

Dear [Employee's Name],

It is with great pleasure that we recognize your exceptional performance in providing outstanding customer service. Your dedication and commitment to our customers have not gone unnoticed.

Your ability to handle customer inquiries effectively and resolve issues promptly has significantly contributed to our company's reputation for excellence. Your positive attitude and willingness to go the extra mile have created a lasting impression on our clients.

As a token of appreciation, we are proud to present you with the Outstanding Customer Service Award. This award reflects our gratitude for your hard work and exemplary service.

Thank you for your continued efforts in making our customers feel valued. We are proud to have you as part of our team.

Congratulations!

Sincerely,

[Your Signature]

[Your Position]

[Company Name]