

# Letter of Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition for Outstanding Customer Assistance

Dear [Employee's Name],

I am writing to formally recognize your exceptional performance in providing outstanding customer assistance. Your dedication and commitment to ensuring customer satisfaction have not gone unnoticed.

Your ability to effectively communicate, empathize, and resolve customer issues has significantly enhanced our team's reputation. The positive feedback we have received from clients is a testament to your hard work and professionalism.

Thank you for your continued excellence in customer service. We are proud to have you as part of our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]