

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition for Collaborative Achievements

Dear [Recipient's Name],

I am writing to formally recognize and commend your outstanding contributions to our recent project, [Project Name]. Your collaborative spirit and dedication played a pivotal role in our success.

Throughout the project, your ability to work effectively with team members, share knowledge, and foster a positive working environment was invaluable. Your innovative ideas and commitment to excellence have not gone unnoticed and have greatly enhanced our outcomes.

Thank you for your hard work and for being an exemplary team player. I look forward to collaborating with you on future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]