

# Commendation Letter for Exceptional Teamwork

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Commendation for Outstanding Teamwork

Dear [Team Member's Name],

I am writing to formally commend you for your exceptional teamwork during [specific project or event]. Your ability to collaborate effectively with team members and contribute valuable insights has made a significant positive impact on our outcomes.

Your dedication, communication skills, and willingness to support your colleagues have not gone unnoticed. You have fostered a positive and productive work environment that encourages everyone to strive for excellence.

Thank you for your hard work and commitment. I look forward to seeing your continued contributions to our team.

Best Regards,

[Your Name]

[Your Position]

[Your Company]