

# Letter of Acknowledgement

Date: [Insert Date]

Dear [Team Member's Name],

I want to take a moment to express my heartfelt gratitude for the incredible effort and dedication you have shown as a member of our team. Your thoughtful contributions and positive attitude have not gone unnoticed.

Your ability to support your teammates and bring a sense of camaraderie to the workplace makes a significant difference. The initiative you take in [specific example of their action] was particularly impressive and has greatly benefited our project.

Thank you once again for being such a reliable and inspiring member of our team. We are fortunate to have you on board!

Warm regards,

[Your Name]

[Your Position]

[Your Company]