

Letter of Recognition

Date: [Insert Date]

To: [Coworker's Name]

From: [Your Name]

Subject: Recognition for Your Generosity

Dear [Coworker's Name],

I hope this message finds you well. I would like to take a moment to express my heartfelt appreciation for your generosity and support in our workplace.

Your willingness to help your colleagues and go above and beyond in every project does not go unnoticed. The recent [specific situation or project] highlighted your selflessness and dedication. Your contributions not only helped our team succeed but also created a positive atmosphere for everyone involved.

Thank you for being such an inspiring coworker and a wonderful friend. Your kindness is a true asset to our team, and I feel grateful to work alongside you.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]