

Recognition of Dedication

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Recognition of Your Dedication and Teamwork

Dear [Employee's Name],

I am writing to formally recognize and appreciate your exceptional dedication and contributions as a team player within our organization. Your consistent commitment to achieving our team goals has not gone unnoticed.

Your ability to collaborate effectively with colleagues, share knowledge, and support your teammates is commendable. You have not only enhanced team productivity but also created a positive work environment that encourages others to perform at their best.

Thank you for your hard work and for embodying the spirit of teamwork. We are grateful to have you on our team.

Warm regards,

[Your Name]

[Your Job Title]

[Your Company]