

# Letter of Acknowledgment

Date: [Insert Date]

To: [Associate's Name]

Title: Retail Associate

Location: [Store Location]

Dear [Associate's Name],

I am writing to formally acknowledge and commend you for your outstanding professionalism and dedication while serving our customers at [Store Name]. Your commitment to providing exceptional service has not gone unnoticed.

Your ability to engage with customers, answer their questions, and address their needs has significantly contributed to our positive shopping experience. It is evident that you take great pride in your work, and your performance sets a wonderful example for your peers.

Thank you for your hard work and continued effort in enhancing our store's reputation. We appreciate all that you do and look forward to your ongoing contributions.

Warm regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]