

Letter of Commendation

Date: [Insert Date]

To: [Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

Dear [Employee's Name],

I am writing to commend you for your exceptional performance and dedication as a retail associate at [Company Name]. Your commitment to providing outstanding customer service and fostering a positive shopping experience has not gone unnoticed.

Your ability to effectively address customers' needs and resolve any issues demonstrates your professionalism and dedication to our team's success. Your positive attitude and willingness to go above and beyond contribute significantly to our store's reputation.

Thank you for your hard work and for being such an integral part of our team. We look forward to your continued success and growth within [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]