

Letter of Recognition

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Store Location: [Store Location]

Dear [Employee's Name],

I am writing to express our heartfelt appreciation for your outstanding contributions to our team at [Store Name]. Your dedication to providing exceptional customer service has not gone unnoticed.

On [specific date or occasion], your efforts in assisting a customer with [specific task or situation] made a significant impact. Your willingness to go above and beyond to ensure customer satisfaction exemplifies the values we uphold as a company.

Thank you for being an essential part of our team. We are grateful for your hard work and commitment. Keep up the fantastic work!

Sincerely,

[Your Name]

[Your Position]

[Store Name]