

Commendation Letter

Date: [Insert Date]

To: [Assistant's Name]

From: [Your Name]

Subject: Commendation for Outstanding Performance

Dear [Assistant's Name],

I am writing to formally commend you for your outstanding performance as my personal assistant. Your dedication and efficiency have not only made my job easier but have significantly contributed to the overall productivity of our team.

Your ability to manage time effectively, handle numerous tasks simultaneously, and maintain a positive attitude has truly impressed me. Your attention to detail and proactive approach have ensured that all our projects are completed on time and to the highest standard.

Thank you once again for your exceptional work. I look forward to continuing to work together and achieving great results as a team.

Sincerely,

[Your Name]

[Your Position]