

Letter of Recognition

Date: [Insert Date]

Dear [Assistant's Name],

I am writing to express my heartfelt appreciation for your exceptional work and dedication as my personal assistant. Your organizational skills, attention to detail, and unwavering support have been invaluable to me.

Throughout our time working together, you have consistently gone above and beyond in managing tasks, anticipating my needs, and ensuring that everything runs smoothly. Your ability to handle challenges with grace and professionalism is truly commendable.

Thank you for your hard work, commitment, and positive attitude. You are an integral part of our success, and I am grateful to have you on my team.

Sincerely,

[Your Name]

[Your Position]