

Recognition Letter

Date: [Insert Date]

To: [Co-worker's Name]

From: [Your Name]

Subject: Recognition of Your Positive Influence

Dear [Co-worker's Name],

I hope this message finds you well. I am writing to take a moment to express my sincere appreciation for your exceptional contributions and positive influence in our workplace.

Your unwavering dedication and support have not gone unnoticed. Your ability to uplift team morale and foster a collaborative environment has made a significant difference in our daily tasks and overall achievements.

Thank you for being a remarkable team player and for always encouraging us to strive for excellence. Your positive attitude is truly inspiring, and I feel fortunate to work alongside you.

Keep up the fantastic work!

Warm regards,

[Your Name]

[Your Position]