

Employee Recognition Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Recognition for Outstanding Performance

Dear [Employee's Name],

I am writing to formally recognize and commend you for your exceptional performance over the past [insert time period]. Your dedication, hard work, and commitment to excellence have not gone unnoticed, and we are truly grateful to have you on our team.

Your contributions, particularly in [specific project or task], have significantly impacted our success. Your ability to [mention specific skills or behaviors] has set a standard for others and demonstrated your leadership abilities.

As a token of our appreciation, we would like to present you with [insert reward or recognition, e.g., a gift card, an award, etc.]. Thank you for your outstanding work and for being an invaluable member of our organization.

Keep up the excellent work!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]