

# Letter of Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Position]

Subject: Recognition for Exemplary Customer Service Skills

Dear [Employee's Name],

I am writing to formally recognize and commend you for your outstanding customer service skills. Your ability to handle customer inquiries with professionalism and empathy has significantly contributed to our team's success.

Your dedication to providing exceptional service has not gone unnoticed. Whether it's resolving issues swiftly or creating a positive experience for our clients, your efforts have made a meaningful impact on our customers and the company as a whole.

Thank you for your hard work and commitment. We are proud to have you on our team and look forward to your continued success.

Sincerely,

[Your Name]

[Your Position]

[Your Company]