

Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally recognize and thank you for your diligent efforts in updating the company calendar. Your initiative to keep everyone informed of important dates and events has significantly improved our team's organization and communication.

The updated calendar not only enhances our productivity but also fosters transparency within the team. Your attention to detail and commitment to ensuring that all relevant information is accessible to everyone is commendable.

Thank you once again for your hard work and dedication. We truly appreciate your contributions and look forward to your continued excellence.

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]