

# Letter of Recognition

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Recognition for Adaptation to Altered Instructions

Dear [Recipient's Name],

I am writing to formally recognize and commend your exceptional ability to adapt to altered instructions during [specific project or task]. Your flexibility and attention to detail have not gone unnoticed.

Despite the changes in the original plan, you remained focused and dedicated, ensuring that the project stayed on track and met its objectives. Your initiative and problem-solving skills played a vital role in navigating these modifications successfully.

Thank you for your hard work and commitment. It is a pleasure to have someone with your talents on our team.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]