

Commendation Letter

Date: [Insert Date]

To: [Team Member's Name]

From: [Your Name]

Subject: Commendation for Outstanding Contributions

Dear [Team Member's Name],

I am writing to formally commend you for your exceptional contributions to our team. Your hard work and dedication have not gone unnoticed, and I want to take this opportunity to express my appreciation.

Your efforts in [specific project or task] have significantly impacted our overall success. Your ability to [specific skill or action] has inspired others and enhanced team morale.

Thank you once again for your commitment and excellence. We are privileged to have you as a member of our team.

Sincerely,

[Your Name]

[Your Position]

[Your Company]