

Holiday Recognition Letter

Date: [Insert Date]

Dear [Recipient's Name],

As the holiday season approaches, we take this opportunity to reflect on the achievements of our team. It is with great pleasure that we recognize your outstanding contributions throughout the year.

Your dedication, hard work, and commitment to excellence have not gone unnoticed. You have consistently gone above and beyond in your role, showcasing exemplary performance in [specific examples of achievements]. Your efforts have greatly contributed to our success and have set a benchmark for others.

During this festive season, we want to express our gratitude and appreciation for everything you have done. As a token of our recognition, you will receive [mention any rewards or recognition, e.g., a gift card, bonus, etc.].

Thank you once again for your remarkable contributions. We look forward to another successful year ahead, driven by team members like you.

Wishing you a joyous holiday season and a prosperous New Year!

Sincerely,

[Your Name]

[Your Position]

[Company Name]