

Letter of Acknowledgment

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally acknowledge and express my heartfelt appreciation for the exceptional dedication and hard work displayed by our cleaning staff. Your commitment to maintaining a clean and safe environment for everyone has not gone unnoticed.

In the past few months, your efforts have significantly contributed to the overall cleanliness and hygiene of our facility. It is evident that you take great pride in your work, and this has had a positive impact on our morale and productivity.

Thank you once again for your unwavering dedication and exemplary service. We are fortunate to have such a diligent team.

Warm regards,

[Your Name]

[Your Position]

[Company/Organization Name]