

# Letter of Recognition

Date: [Insert Date]

Dear [Staff Member's Name],

I am writing to express my heartfelt gratitude for your exceptional contributions as a member of our cleaning staff. Your diligence and commitment to maintaining a clean and sanitary environment have not gone unnoticed.

Your attention to detail and tireless efforts ensure that our workspace remains welcoming and safe for everyone. It is your hard work behind the scenes that allows our team to function smoothly and effectively.

Thank you for your dedication and professionalism. You truly make a difference every day.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]