

Letter of Recognition

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

I am writing to formally recognize your exceptional efforts and dedication as a member of our delivery staff. Your commitment to ensuring timely and accurate deliveries has not gone unnoticed.

In the past [specific time period], your enhanced efforts have significantly contributed to our team's success. Your ability to handle challenges and maintain a positive attitude exemplifies the hard work and dedication we value in our organization.

Thank you for your outstanding service and for going above and beyond in your role. We are proud to have you as a part of our team.

Keep up the fantastic work!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]