

# Letter of Recognition

Date: [Date]

To: [Employee Name]

Position: [Employee Position]

[Company Name]

[Company Address]

Dear [Employee Name],

On behalf of [Company/Organization Name], I would like to take this opportunity to express our heartfelt gratitude for your outstanding service during the holiday season. Your dedication and hard work have not gone unnoticed, and we truly appreciate the effort you have put into making this time special for our customers and community.

Your ability to manage the increased workload with a positive attitude and exceptional professionalism is commendable. The feedback we received from customers highlighted your friendly demeanor and willingness to go above and beyond. It is employees like you who make a real difference in our team and uphold the values we stand for.

Thank you once again for your commitment and excellence. We look forward to your continued success and contributions to [Company/Organization Name].

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]