

Letter of Acknowledgment

Date: [Insert Date]

To: [Staff Member's Name]

Position: [Staff Member's Position]

Department: [Department Name]

Dear [Staff Member's Name],

We would like to take this opportunity to express our sincere appreciation for your dedication and hard work during your time with us as a temporary staff member. Your commitment to excellence has not gone unnoticed.

Throughout your tenure, you have consistently demonstrated professionalism and a strong work ethic. Your contributions have been invaluable to our team and have significantly enhanced our operations.

Thank you once again for your dedication and contributions. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]