

# Staff Commendation Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Commendation for Outstanding Performance

Dear [Employee's Name],

I am writing to formally commend you for your exceptional performance and dedication to your work. Over the past [insert time period], your contributions have significantly impacted our team's success and have set a commendable example for your colleagues.

Your [mention specific actions or projects] demonstrate your commitment to excellence and your ability to go above and beyond. Your positive attitude and willingness to assist others have greatly enhanced our work environment.

Thank you for your hard work and dedication. We appreciate your efforts and look forward to your continued success within our team.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]