

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Company Name]

Dear [Employee's Name],

I am pleased to take this opportunity to formally recognize your outstanding contributions and dedication to [Company Name]. Your exceptional performance in [specific project/task or general role] has not gone unnoticed.

[Provide specific examples of their excellence, achievements, or impact on the team/company.]

Your hard work and commitment to excellence not only inspire your colleagues but also significantly contribute to the success of our organization. We are incredibly fortunate to have you on our team. Thank you once again for your outstanding efforts and for exemplifying the values we stand by at [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Company Name]