

[Your Name]
[Your Position]
IKEA [Store/Branch Name]
[Date]

[Employee's Name]
[Employee's Position]

Dear [Employee's Name],

I am delighted to take this opportunity to recognize your outstanding contributions to our team at IKEA. Your hard work, dedication, and commitment to excellence have not gone unnoticed.

In particular, your [specific example of achievement or behavior], has significantly impacted our operations and enhanced the experience for both our customers and colleagues. Your ability to [specific skill or quality] exemplifies the values we hold dear at IKEA.

We appreciate not just what you achieve, but also how you achieve it. Your positive attitude and teamwork spirit inspire those around you and create a welcoming work environment.

Thank you for going above and beyond in your role. We are proud to have you as a part of our IKEA family and look forward to many more successes together.

Warm regards,

[Your Name]
[Your Position]
IKEA [Store/Branch Name]