

[Your Name]

[Your Position]

[Your Department]

[Date]

[Employee's Name]

[Employee's Position]

[Store Location]

Dear [Employee's Name],

I am writing to commend you for your outstanding performance and dedication as a member of our team at JCPenney. Your contributions have significantly impacted our store's success, and I want to take a moment to recognize your hard work and commitment.

During [specific time period or project], you demonstrated exceptional [specific skills or qualities, e.g., customer service, teamwork, problem-solving]. Your ability to [specific example of employee's contribution or achievement] has not gone unnoticed and is truly appreciated.

Your positive attitude and willingness to go above and beyond have not only enhanced our customers' experiences but also inspired your colleagues. Thank you for being a valuable asset to our team and for exemplifying the values we hold dear at JCPenney.

Keep up the great work!

Sincerely,

[Your Name]

[Your Position]