

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Date]

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

Dear [Employee's Name],

I hope this message finds you well. I wanted to take a moment to acknowledge and commend you for your outstanding performance over the past [specific time period].

Your contributions to [specific project or task] have not gone unnoticed. The way you [specific positive action or quality, e.g., demonstrated leadership, worked collaboratively, solved problems] has been invaluable to our team and has significantly impacted our success.

I particularly appreciated how you [specific example or situation]. Your ability to [specific skill or behavior] is truly impressive and greatly enhances the work environment.

Thank you for your hard work and dedication. I look forward to seeing your continued growth and contributions to our team.

Best regards,

[Your Name]
[Your Position]