

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

I am pleased to take this opportunity to formally commend you for your outstanding performance and remarkable contributions to [specific project, team, or department]. Your dedication and hard work have not gone unnoticed, and it is important to recognize the positive impact you have on our team and the company as a whole.

[Specific example of the employee's achievement or behavior that deserves commendation. Include details such as the project, challenges faced, and how the employee excelled.]

Your ability to [mention specific skills or qualities, such as leadership, teamwork, problem-solving, etc.] has greatly enhanced our team's effectiveness and morale. [Provide another example or insight into their contribution or impact on their colleagues.]

We are grateful to have you as part of our team, and we look forward to your continued success and contributions in the future. As a token of our appreciation, we are pleased to [mention any rewards or recognition, such as a gift card, bonus, or public recognition].

Once again, thank you for your hard work, commitment, and enthusiasm.

Keep up the excellent work!

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Company Name]

[Contact Information]

[Optional: CC or BCC other relevant individuals]