

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Recipient's Address if necessary]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally recognize and commend you for your outstanding contributions to [specific project, task, or achievement]. Your dedication and hard work have greatly impacted [team/organization] and have not gone unnoticed.

[Add specific details about the recipient's contributions, skills, and the positive effects on the team or organization.]

Your commitment to excellence is truly inspiring, and we are grateful to have you as part of our team. Please accept this accolade as a token of our appreciation.

Thank you once again for your exceptional performance and dedication.

Sincerely,

[Your Name]
[Your Position]