

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Position]
[Employee's Department]

Dear [Employee's Name],

I am writing to formally recognize and commend you for your outstanding contributions to [specific project, task, or achievement]. Your dedication, hard work, and exceptional skills have not gone unnoticed, and we are truly grateful to have you as part of our team.

Your efforts have significantly [describe the impact of their work], and you have set an excellent example for your colleagues. [Include any specific examples of their achievements or behaviors that stand out].

Please accept this letter as a token of our appreciation for your exemplary work. We look forward to seeing your continued growth and success within the company.

Thank you once again for all that you do.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]