

[Your Name]
[Your Job Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Job Title]
[Employee's Department]
[Employee's Company]
[Company Address]
[City, State, Zip Code]

Dear [Employee's Name],

I am pleased to take this opportunity to commend you for your exceptional performance and contributions to [specific project or company goals].

Your dedication to excellence, attention to detail, and unwavering commitment to [specific aspect of their work] have not gone unnoticed.

Your ability to [mention specific skills, achievements, or qualities] has significantly impacted our team and the organization as a whole. [Provide a specific example of their positive contributions].

Thank you for your hard work and for embodying the values of [Company Name]. We appreciate your efforts and look forward to your continued success and growth within the company.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]