

[Your Name]
[Your Position]
[Your Company/Organization]
[Date]
[Team Member's Name]
[Team Member's Position]
[Team Member's Department]

Dear [Team Member's Name],

I hope this message finds you well. I want to take a moment to recognize your outstanding contributions to our team, particularly [specific project or task]. Your hard work, dedication, and positive attitude have not gone unnoticed.

Thank you for your commitment and the value you bring to our team. Keep up the great work!

Best regards,

[Your Name]