

Employee Recognition Letter Template

Dear [Employee First Name],

Here at [Company Name], we want to take the time to appreciate those employees of ours who go above and beyond what is expected.

Recently, we have been extremely impressed by your leadership skills, your work ethic, and your enthusiastic attitude. Your success continues to shine through, whether you are [personal details here like “training a new employee,” “welcoming a new member to your team,” or “organizing a large event”] or [another personal detail here].

You’re certainly an asset to this company, and we know [Company Name] wouldn’t be what it is without people like you.

On behalf of all of us, I want to thank you again for all of your dedicated work and sincere efforts.

Sincerely,

[Sender Name]