[Company Name]

[Company Address]

[City, State, ZIP Code]

To: [Employee Name]

From: [Manager’s Name/HR Contact]

**Subject: Recognition for Exceptional Performance**

Dear [Employee Name],

I am writing to personally commend you for your exceptional performance in your role as [Job Title] at [Company Name]. Your recent contributions have gone above and beyond expectations, and we are truly grateful for your dedication and hard work.

Specifically, your efforts in [*specific project/task, e.g., “leading the successful completion of [Project Name]” or “delivering outstanding results in [specific area]”*] have had a significant impact on our team and the company as a whole. Your [*specific qualities, e.g., “attention to detail,” “creative problem-solving,” or “commitment to excellence”*] have set a high standard for others to follow.

Some highlights of your exceptional performance include:

* [*Highlight achievement 1, e.g., “Achieving [specific metric, e.g., a 20% increase in efficiency].”*]
* [*Highlight achievement 2, e.g., “Developing innovative solutions to complex challenges.”*]
* [*Highlight achievement 3, if applicable.*]

Your contributions have not only driven results but have also inspired your colleagues and reinforced a positive, collaborative team environment.

On behalf of the entire organization, thank you for your outstanding efforts. Your dedication and achievements do not go unnoticed, and we are proud to have you as part of our team. Keep up the great work!

If there is any support or resource you need to continue excelling in your role, please don’t hesitate to let us know.

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................