Recognition Letter Sample from the Employee's Coworker

*Joyce Anderson*  
*123 Main Street*  
*Anytown, CA 12345*  
*555-555-5555*  
*joyce.anderson@email.com*

*September 1, 2018*

*Carol Jones*  
*Acme Software*  
*123 Business Rd.*  
*Business City, NY 54321*

*Hey Carol,*

*Thank you for your extra help so that I could get the proposal to the client as requested on time. With such a short deadline, I would have been hard-pressed to both do the research and write the proposal. Your help with the research allowed me to focus on getting the proposal done.*

*I'll look for an opportunity to pay you back when you could use some help from me in the future. Always feel free to come to me if you are overloaded and need my help.*

*I feel great that you are my coworker and that I can depend on you. Please feel the same about me.*

*Thanks once again.*

*Yours truly,*

*Joyce*