Sample Employee Recognition Letter Template

Use our free Sample Employee Recognition Letter to help you get started.

From,  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your name)  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Your address)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_ (date of writing letter)

To,  
\_\_\_\_\_\_\_\_\_\_ (employee’s name)  
\_\_\_\_\_\_\_\_\_\_ (employee’s address)  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_

Subject:\_\_\_\_\_\_\_\_\_\_

Dear Mr. /Ms\_\_\_\_\_\_\_\_\_\_ (name of the concerned person),

I am congratulating you on behalf of the management for winning the \_\_\_\_\_\_\_(give details of competition). It is an honor to the company and your team has made us proud. It is a pleasure to watch your team perform and win laurels for the company. I want to personally thank you for your excellent support and guidance for your team members. All your team members praise you for your dedication and commitment toward work.

As you are aware our company always recognizes hard work and gives due importance to talented professionals. The management wants you to lead a new team and guide them in fulfilling the requirements of the project.

You will be duly informed about the details by your manager. I hope you will continue to perform similarly and contribute towards the success of the company.

I thank you and your team for winning the award. People like you are an asset to the company.

Looking forward to seeing more such awards,

Yours Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_ (your name)