

Letter of Praise for Employee

This package contains:

1. Instructions & Checklist for a Letter of Praise for Employee
2. Letter of Praise for Employee

Instructions & Checklist for Letter of Praise for Employee

- This package contains (1) Instructions & Checklist for Letter of Praise for Employee; and (2) Letter of Praise for Employee;
- This form is designed to assist you in drafting a letter for when you wish to compliment or praise an employee for a job well done.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for your hard work as part of our team here at [Company Name].

I have long admired your dedication to excellence and tireless service. In particular, I appreciated your efforts on [Briefly Describe Recent Project]. It is because of employees like you that our company is such a success.

Again, thank you for all you do as [Employee Title or Position]!

Sincerely,

[Your Name]