

### ***Recognition Letter (sample)***

On behalf of the entire organization, senior leadership and all of your co-workers at [insert company name], please accept our great appreciation for the outstanding service you have been delivering to our customers. Based on your recent actions, you have been selected to receive the \_\_\_\_\_ award. This award is [describe the award and its importance]. More specifically, I wish to publically recognize and give you special thanks following the complement we received from \_\_\_\_\_ who stated that you \_\_\_\_\_. Your prompt and knowledgeable assistance, guidance and caring attention to our customer's needs made a huge impact on her experience at our store, and she is now a raving fan of \_\_\_\_\_. We have an excellent opportunity to win her business again - thanks to you.

Your actions are a great example of leadership, dedication, hard work and selfless service that are core values within this organization. You should take great pride in the receipt of this recognition and lasting contribution to this organization, and all of its employees.

During the next few days, I hope to personally thank you.

Sincerely yours,

(President or CEO)