**An example of employee recognition letters**

Dear [Name of employee]

Just a note to show our appreciation for your help and hard work on [name the project or work done]. Had it not been for you we would not have met our deadline and would not have achieved the outstanding end result.

Your attention to detail [list other specific areas where the employee excelled and mention important steps that the project entailed] was very much appreciated.

Thank you once again

Warm regards

[Name]