



{Date of Letter Generation}

To,

{First Name}{Last Name},

{Designation},

{Department}.

Sub.: Employment Recognition Letter.

Dear {First Name},

On behalf of everyone at {Company`s Registered Name}, I would like to appreciate your work over the past _____ (Insert Duration) _____. The endless hours you have put in your assignment and the steadiness that you have shown in your results has left the entire team in awe and we deem ourselves lucky to have had you on board.

Seeing your diligence and focus has been a source of motivation for the whole team, and we hope that this positivity flows into every day of work.

Yours Truly,

For {Company`s Registered Name}

{Signing Authority Details}