**Employee recognition letter template**

[Employee’s first and last name]

[Employee’s address]

[City, state and zip code]

[Phone number]

[Email]

[Date]

[Your first and last name]

[Company name]

[Company address]

[City, state and zip code]

[Greeting]

[Opening statement with the reason for the letter]

[Body of the letter detailing your appreciation for the employee’s actions and hard work]

[If applicable, mention a possible promotion]

[Closing statement reiterating your gratitude]

[Sign off]

[Your first and last name]

[Your signature]

[Your job title]