**Employee recognition letter example**

[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]

Dear \_\_\_\_\_\_\_\_\_\_\_,

I wanted to thank you for your contribution to our company rebranding and the extra effort you put into your daily responsibilities to ensure a smooth transition.

Your creativity and willingness to learn continuously exceed my expectations. The value you’ve added to our company has helped us reach new levels of productivity and ingenuity. I also appreciate that you have stayed dedicated to your own tasks while assisting with the onboarding and training of new hires. This says a lot about your skills and generosity.

If you’re interested, I believe you’d be a strong candidate for the upcoming Senior Designer position at Pastel Press. My hope is that this promotion will allow you to expand your skills even further and continue to take our company to new heights.

Thank you again for your contribution and hard work.

[Sign off]

[Your first and last name]

[Your signature]

[Your job title]