# Employee Recognition Write-Up Examples

## Sample N°1

Hi [Employee Name],

Thank you for the awesome help in putting the finishing touches on my presentation yesterday. The tips you provided for introducing new team members to our development platform will make the onboarding process much more efficient. The technical details you provided completely changed my perspective on how to structure the tutorial on using the platform for the first time. I can't tell you how much I appreciate you sharing your expertise in such a short time.

You have always been our technical guru, and your passion for your work is evident to me every day. Some people may think that "going above and beyond" is just a phrase in our mission statement, but you really live it. That means something.

The presentation was a hit with our CTO, who is interested in producing more training presentations for all the tools we use. I made sure to mention your contributions and would love to continue working together on this exciting new project. It would not have been possible without you.

Kind regards,

[Your name]

[Job Title]

[Company name]

## Sample N°2

[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]

## Sample N°3

[Employee's first and last name]

[Employee's address]

[City, state and zip code]

[Telephone number]

[E-mail address]

[Date]

Dear [Employee Name],

I wanted to personally congratulate you on exceeding sales targets in the last quarter.

Since the beginning of your tenure with our company, you have always been an asset. Your ability to close deals and meet targets is one of the best in the company, and you are one of the most reliable people we have. Your work has been indispensable to the company, and you have single-handedly helped us grow faster than we had anticipated.

[Company name] expects to have a new opening near [Location] soon that will involve a higher salary, a territory of your own, and other benefits. We believe you are the ideal candidate for this new position, should you be interested.

Once again, thank you for all the work you do with us.

Sincerely,

[Your Name]

[Job Title]