

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Thank You for Recognizing our Employee

Dear :

Thank you for recognizing our employee, {Name}. {Name} has been a dependable employee for over 5 years. Her work and dedication to the field of literacy has been an influential factor in the community. Her work in the local schools has had a significant impact in improving test scores. It was wonderful to have her recognized for her work. I hope that your story will influence everyone that comes across her.

Once again thank you for taking the time out to recognize, {name}.

Sincerely,

N A M E