

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: Employee of the Month Recommendation

Dear :

I am writing to recommend {Name} for the distinction of "Employee of the Month." {Name} is a wonderful employee and embodies the characteristics of "Employee of the Month." Not only has {Name} been dependable, responsible, and kept a positive attitude, {Name} has shown initiative- a very admirable trait. On {date}, without be asked, {Name} organized the files for the XYZ case into an easy to locate format. Since then we have reduced search time by 10%. For this and other acts, I believe we should recognize {Name} as "Employee of the Month."

Sincerely,

N A M E