

Positive Recognition Letter Phrases

The recognition should be personalized, and highlight the unique qualities and achievements of the employee. Please try to avoid overusing one type of recognition. Below are some starter phrases to assist you.

Specific Recognition

- I would like to acknowledge your outstanding contribution
- It is with great appreciation that I write to you today for the
- I appreciate the efforts you have made to make this a successful team
- You have been working so hard (towards a goal, developing a skill), and it has been noticed! I am impressed with

Sincere Appreciation

- Thank you for your extra efforts
- Thank you for assisting with
- Thank you for covering
- Thank you for being someone we can always count on!

Productivity

- Your dedication to ensuring quality
- The new process you are using is proving to be very helpful
- Congratulations on the presentation, and the excellent responses to the group's questions.
- Thank you for tackling all of the problems that have been thrown at you recently, and still continuing to

Collaboration

- It has been noticed that you have the ability to make others feel valued, and I would like to share
- I wanted to thank you for your help in
- While we were working on (task), your leadership skills ensured we met the deadline
- Due to the many creative ideas you shared during our last meeting, we are moving forward with

Anniversary

- Congratulations! You joined the team on DATE and we wanted to say THANK YOU
- As the end of the (YEAR-SEMESTER) draws near, I wanted to take a moment to reflect on your specific contributions to (UNIT).
- This is a special day that allows me to reflect on the past year
- I am so grateful for having you these past (number) years

Mental Boost

- Thanks for bringing incredible energy into the office every day!
- I would like to celebrate your character and the positive effect you have on others.
- I am so grateful to have you on the team. You brought inspiration and helped to
- Thank you for bringing a smile to everyone in the office