

Sample Recognition Letters

Formal

Dear Mary,

Today's presentation went very well and was well received by the department managers; I was also pleased to see that the team accomplished its key goals. I want to personally thank you for informally assisting your project team to stay on track and on target to meet their goals. Without your willingness to step up and, despite some push back from team members, persist in keeping the team on track, the project would certainly have strayed off course.

Specifically, your scheduling of meetings with a specific purpose, your use of an agenda with time allotments, your minutes distributed within 24 hours, and your excellent meeting facilitation really helped the team progress. On the creative side, taking the team on a field trip to see what several non-competing companies had done on a similar project appears to have been a key success factor, too.

Again, thank you. The project was well worth your time and investment and, on behalf of the management team, I want you to know that we really appreciate your efforts.

Regards,

Alison

Informal

Mark,

I want you to know how much we appreciate the extra time you put in this week to get the data in the system. The students were well-served by your extra efforts and the University appears student-oriented because we delivered on our promised timeline.

Thanks so much again.

Cathy