

Letter to Compliment an Employee's Performance

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

Congratulations! I am glad to announce to you that as the [enter employee's title] of the company, you're performing excellently. Your performance has remained exceptional throughout the [year/month]. Your hard work and devotion have brought many successes to the company and we are continuously progressing to maintain a better place in the business world.

I admire your capabilities and your exceptional performance. For all this devotion, you deserve a bonus this month. Thumbs up to you for becoming an exemplary employee for the rest of the crew!

Please keep up the good work. Thank you!

[Your Name]

[Senders Title] -Optional-