**Recognition Letter from The Employee's Manager**

September 1, 20XX

Paul Ortiz  
Acme Corporation   
123 Business Rd.  
Business City, NY 54321

Dear Paul,

I wanted to take a minute to let you know how much I value the contribution that you make in the business development department.

Not only does the outcome of your sales and sales calls always exceed my expectations but you add so much value to our department in other ways. I recognize that you are the go-to person when the other employees need training, or a coworker has a question.

Not just departmental employees rely on you for advice and assistance but when other departments need answers, you are the first person they turn to as well. This says a lot about how your skills and contribution are viewed by your coworkers.

If you are interested, you will be a strong candidate when the next supervisory role opens up in the department. I'm hoping that the next promotion is on your radar, too.

Again, thank you for all you do in the department. You make a tremendous contribution.

Sincerely,

Mark Nyoto

Manager, Business Development