**Employee Recognition Letter**

Hi Kelsey,

You’ve only been with us for a couple weeks, but I’m already seeing your impact here on a daily basis. You’ve excelled in training, and your quick grasp of your responsibilities has paid early dividends. Your work yesterday debugging the latest version of our email marketing tool was especially impressive and helped us roll it out earlier than anticipated.

But it’s not just your work — your attitude and fit with the team are exceptional. I’ve noticed that other new team members are coming to you frequently with questions, and their trust in you speaks volumes. I also really appreciate you joining the celebration planning committee and taking an active role on it. Living by our values of teamwork and community will take you far.

If there’s anything I can do to help you as you’re progressing in your first year here, please don’t hesitate to reach out. Thanks again for hitting the ground running.

Sincerely,

Tyler