**Employee Recognition Letter**

Dear Rob,

Thanks for the effort you've put in this past couple of months to help us orient and bring the two new developers onboard.

They've become productive and contributing much faster because of the training and assistance you've provided for them.

This has worked out so well, in fact, that we're making the buddy system an integral component in how we bring all new employees into the company in the future.

Will you participate in a [brainstorming and planning session](https://www.thebalancecareers.com/steps-to-generating-effective-ideas-using-brainstorming-1918730) on Thursday so we can all capture what worked well and what needs improvement?

I'm also inviting Human Resources staff, the other employees who have been buddies, and several new employees. The goal is to design a process that we can adopt for bringing new employees onboard. Let me know and I'll send a meeting notice.

Again, thanks for all your help orienting Rich and Bonnie.

Warm regards,

 Steve