**Employee Recognition Letter**

Hi Bill,

Congratulations on your first work anniversary as an Account Manager. I wanted to take a moment to let you know that I’ve noticed and appreciated your excellence in the role so far.

I had worked with you previously as an analyst on many client accounts, so I knew that you were well-suited for this new position. I’ve seen you adjust to your new focus on client success and satisfaction quickly and adeptly. And I’ve heard the many positive customer comments in the meetings we’ve both been in. Serving with you on our product committee has also allowed me to see that you’re as eager as ever to take on additional responsibilities. In particular, I really appreciated your help with identifying and resolving inefficiencies in the company’s sales handoff process, which I think will have a big impact across the company for years to come.

It’s been a privilege to work with you during the last year, and I’m looking forward to seeing you continue to do great things here.

Best,

Lacy