

Compliment Letter About an Employee

From,

----- (Name)

----- (Address)

----- (Contact details)

Date – (DD/MM/YYYY)

(Date on which the letter is written)

To,

----- (Name)

----- (Address)

----- (Contact details)

Subject: -----

Dear ----- (Name of the person),

This letter is a congratulatory note for you on the ----- (state the reason). It is our pleasure to have an employee like you in our organization and you have been an asset for our company. Your skills and efficiency have been shown in the projects you have undertaken and client's feedback. Furthermore, the recent presentation that you have delivered recently has impressed everyone attending it. We are hopeful that it will help us in getting more clients and projects in future. Also, the firmness and confidence that you had while answering the queries is really appreciated.

So, here is a token of congratulations from the team on delivering a great presentation and wish the same spirit will continue in future also.

Yours Truly,
