

Sample Recognition Letters

Compliments of Inspirus

Welcome to the Team

Dear [New Team Member,]

[Company Name] is excited to welcome you to our team! We know your insights and skills will enrich our organization in many ways, and we look forward to getting to know you better as you settle into your new professional home.

We know the first few days on any new job can seem a bit daunting, so please don't hesitate to reach out to anyone on the team anytime you have a question or need assistance. We pride ourselves on having a collaborative culture and want to make your onboarding as smooth as possible.

Thank you for choosing [Company Name]. We look forward to working with you for a long time to come.

Sincerely,

15 Years of Service

Dear [Associate,]

[Company Name] has been delivering excellent products and services to our clients for more than [##] years. We realize we don't do it alone. Our success is rooted in the loyalty, innovation and unfaltering dedication of rare individuals like you. We are proud to call you a colleague—and more importantly, a member of our professional family.

By any measure, 15 years of service at one company is a significant milestone that deserves thanks and celebration. It is with sincere gratitude that we thank you for the contributions you make to the success of our organization. Please know that we truly appreciate the ideas, hard work and contributions that you invest every day in our success. Your example and leadership are an inspiration to us all.

In honor of your service, please accept a symbol of our appreciation. We invite you to select an award of your choice from the Online Universal Rewards mall. We hope it will serve as a tangible reminder of our gratitude and appreciation for a job well done. We look forward to working with you for many more years to come.

Sincerely,

Above and Beyond

Dear [Super Star,]

Thank you for helping resolve the website issue we discovered this week, AND helping me with the necessary website updates. Because of your timely response to my requests, we are able to ensure that our website remains reliable for our visitors. I'm especially impressed by your "above and beyond" mojo because I know you and your entire team have a very full plate. Your willingness to talk through options, listen to my concerns and ideas and formulate solutions is truly appreciated.

Thank you for supporting the marketing efforts and my team.

Sincerely,

Team Recognition

To the [Name of Team,]

Many thanks to each of you for your help with the video shoot! The entire team was a tremendous help gathering information about our processes and procedures, and helping clean and prep for the shoot. Thank you for being patient while we interrupted your busy work day. I really appreciated your positive attitude. Your questions and suggestions will make the video very informational and a better representation of what you do each day to make this a great company.

I really enjoy working with each of you and am inspired to be part of a team that puts company achievements ahead of individual glory. I appreciate your CAN DO TEAM SPIRIT. You definitely understand the POWER of team. YOU have made a valuable contribution to the success of this project. Thanks!

Sincerely,



100 N. Rupert St., Fort Worth, TX 76107

800.552.9273 | info@inspirus.com | www.inspirus.com