

COMPLIMENT FROM EMPLOYER TO EMPLOYEE

MEMORANDUM

To: (Full Name and Department)

From: (Full Name and Title)

Date: (Insert date)

Cc: (If appropriate)

Your supervisor, (full name), has recently brought to my attention your exemplary contribution to our (company / business).

I am writing to assure you that your efforts are not going unnoticed, and will certainly not go unrewarded. I appreciate your effort and your contribution to our (company / business).

(Ending)

(Signature)

(Your name)

(Your title (optional))