Recognition Letter

**Template letter**

Dear STAFF MEMBER,

During these last few months we have experienced dramatic changes in our work and personal lives, and as we continue to move through these uncertain times, I wanted to acknowledge and personally thank you for the hard work, dedication and creativity you have demonstrated.

You were nominated to receive this recognition letter from <LINE MANAGER> for <EXAMPLE>. Your contribution has greatly assisted in <IMPACT>. I want to congratulate you on the outstanding contribution you have made to <DEPARTMENT>.

[DELETE AS NECESSARY: In recognition of this contribution you have been awarded £200 which you will receive in next month’s payroll]

I should like to take this opportunity to thank you personally for your important contribution to the University. It has been a very difficult few months and I am immensely grateful for you commitment to ensuring that we, as an institution, are able to maintain the very highest quality of education and research.

Thank you, again, for your efforts and tremendous work during this extraordinary time.

Yours sincerely,

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