



PROPOSAL KIT SAMPLE

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<https://www.proposalkit.com/htm/business-proposal-writing-tips.htm>

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Date: <<CurrentDate>>

From: <<Supervisor>>

To: <<HRContactName>>

Subject: Commendation for <<ContractFirstName>> <<ContractLastName>>

I'm writing this letter to recognize and commend <<ContractFirstName>> <<ContractLastName>> for << insert good deeds/work/habits, etc.— whatever person is commended for >>.

<< Provide further details of commendation as desired. >>

<< Letters of commendation may be sent to prospective clients and employers, current supervisors or committees (such as those that name "Employee of the Week" or "Teacher of the Year") or even to the

DEMO CONTRACT

This demo contract has been truncated. The complete editable version of this document is available in the Contract Pack template collections

<https://www.proposalkit.com/html/legal-contract-templates/human-resources-templates/employee-commendation-letter.htm>

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