

Business Contracts



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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

DEMO CONTRACT

This demo contract has been truncated to only show part of the first page. The complete editable version of this document is available in the Contract Pack template collections <http://www.proposalkit.com/htm/legal-contract-templates/human-resources-templates/employee-commendation-letter.htm>

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S A M P L E

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