

[Your Name]
[Your Job Title]
[Your Department]
[Date]

Human Resources Department
[Company Name]
[Company Address]

Subject: Recommendation for [Employee Name] for Customer Service Excellence

To the Human Resources Team,

I am writing to formally recommend [Employee Name] for recognition regarding their outstanding commitment to customer service excellence. As their direct manager, I have consistently witnessed their dedication to providing high-quality support and maintaining a positive professional environment.

During their time in the [Department Name] department, [Employee Name] has demonstrated exceptional communication skills and a unique ability to resolve complex issues with patience and professionalism. They frequently go above and beyond to ensure that every internal and external interaction reflects our company's core values.

Key achievements include:

- [Specific Example 1: e.g., Maintaining a 95% satisfaction rating]
- [Specific Example 2: e.g., Implementing a new feedback process]
- [Specific Example 3: e.g., Resolving a major client dispute effectively]

[Employee Name] is a reliable team member who consistently puts the needs of the customer first. I strongly recommend them for any internal awards, promotions, or professional development opportunities related to customer relations.

Please feel free to contact me if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Contact Information]