

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

[Recipient Name]
[Recipient Job Title/Department]
[Company Name]

Subject: Recommendation for Annual Performance Award - Customer Service Excellence

Dear [Recipient Name],

I am writing to formally recommend [Employee Name] for the [Year] Annual Performance Award in Customer Service Excellence. Having supervised [Employee Name] for the past year, I have witnessed their unwavering commitment to providing outstanding support to our clients.

Throughout this evaluation period, [Employee Name] has consistently exceeded performance metrics, particularly in the areas of response time and customer satisfaction ratings. They possess a unique ability to handle complex and high-pressure situations with professionalism and empathy. One notable example includes [insert brief specific example of a customer success story].

In addition to their individual performance, [Employee Name] frequently assists team members by sharing best practices and maintaining a positive attitude that boosts department morale. Their dedication to resolving issues thoroughly has significantly contributed to our high customer retention rates this year.

I am confident that [Employee Name] represents the very best of our company's values. I highly recommend them for this recognition, as their contributions have been vital to our team's success.

Sincerely,

[Your Signature]
[Your Printed Name]