



## Recognizing superior performance

**Context:** We are a food-processing industry. In this epidemic period we want to thank Mary CLARTON, a cashier in our supermarket who is working during this health crisis.

Dariana, Diane, Sarah



Carrefour Supermarché

C.C Mérignac Soleil

33700 Mérignac

*Company details*

Mary CLARTON

12 rue des peupliers

33000 BORDEAUX

*Employee details*

Tuesday, April 7th 2020 at Mérignac

Dear Ms. CLARTON,

*Courtesy*

We are going through a difficult time for the company but one that also affects you and your close relations.

*Explain the contexte to the interlocutor*

In this context, the supervisor team and I want to thank you for your efforts. You take the risk to be exposed and we are very grateful for this implication. You are always available to work and you help us to keep the supermarket efficient.

*Say why we thank the person by referring to the current event and do not in general*

Your commitment shows the interest and the importance of your role in the company. Thanks again.

*You have to end the letter with concluding sentence*

Sarah Mohamady

HR Responsable

*Signature*

*→ A performance recognition letter doesn't have to be long, just simple and sincere.  
The goal is to motivate and is a psychological boost for the employee*