

[Mention the name of the Sender]

[Mention the name of the Company of the Sender]

[Address]

[Zip Code]

[Area]

Phone Number:

Date:

Subject: A Letter of Performance Evaluation and Appreciation as a Duty Manager

Dear [Mention the name of the Addressee],

Your role as a Duty Manager in the (Mention the name of the company or organization) since (Mention the number of years or months) is worth beyond excellence.

You have been an asset to our company with your performance and helped the company gain the extra mile.

You have supported your seniors and helped the management to function with a positive attitude. We hope to see your career graph as a Duty Manager reaching maximum heights of success and adding value to our organization.

Since you have a knack for learning new skills, we do believe that you will improve your quality as a Duty Manager with new and result-oriented management techniques.

In the period of (Mention the number of years or months), you never made late to the office. You have been a great motivator for your team members.

Under your leadership skills, they have always done the best in their performance and achieving their individual target and coordinating with one another to achieve the team's target.

Your one-to-one session with every team member has been able to make a good impact on the production and growth of the company.

Ever since you have to build your team, no conflicting issue or case of bullying one another has been observed. You have been able to build a complaint-based team.

As a dedicated employee of (Mention the name of the company), you have never skipped your duty hours. Even during an extreme emergency in your personal life, you made any absenteeism.

You have always worked extra hours and also attended the office during the weekends as per the managerial or production workload. We are very deeply impressed with the sincere and positive attitude you always carry in the role of Duty Manager.

We have not noticed any flaw or drawback in you in the period of (Mention the month or years) working in (Mention the name of the company or organization).

You have an amazing sense of humor that works as a tonic for every one of us even during the extreme workload.

We wish you for your more improvement in quality of performance and managerial skills.

Thanks and Regards,

[Mention the name of the sender].

Designation,

Company's Name,

Office Contact No.: