



Appreciation Certificate

Name of the Employee:- Khalidd

Employee ID:- 123

Job Type:- WFO

Dear Khalidd,

Sub:- Appreciation Certificate For an employee

We are writing this letter to appreciate you for the incredible work you have done on the launch of our new oletter. On behalf of the Management, I would like to recognize the extended working hours that biggest launch of the company ever. you have put in this project and amazing creativity that you have exhibited in making this launch the The Management has been keeping a close watch on the progress of the project at every level as this is one of the most prestigious products of the company and therefore, a lot was at stake with this project. We have seen you work beyond working hours, work with dedication and focus, show amazing professionalism dealing with all the challenges that came your way. Your commitment and zealous approach towards your job is the reason behind the impressive performance that you have delivered. Seeing such a remarkable performance, the Management has decided to announce an interim bonus for you as a reward for your hard work and success. We are hopeful that other employees of our company. will also take inspiration from your work and exhibit better performances. With oletter you have sent new benchmark for yourself and for others around you. We are expecting that you will again impress us with your finest work in future and give us successful results. On behalf of the Management, I thank you once again for such a brilliant performance.

Thanking you,


For Shivila Technologies

Manager HR



 (+91) 810 042 1588

 hr@shivila.com

 24/8A, Manujendra Dutta Road,
Kolkata – 700 028, West Bengal, India.

2759bd17-6188-494e-a442-abdf119c5872