

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Subject: Letter of Commendation for Perfect Drawer Balancing

Dear [Employee Name],

I am writing this letter to formally commend you for your outstanding performance regarding your cash handling and drawer balancing.

It has been noted that for the period of [Insert Time Period], you have achieved a 100% accuracy rate with zero overages or shortages. Maintaining a perfect balance requires a high level of focus, integrity, and attention to detail. Your consistency in this area significantly contributes to the efficiency of our financial operations and reduces the time needed for daily audits.

We truly appreciate your dedication to excellence and the professional manner in which you handle company assets. Your reliability sets a fantastic example for the rest of the team.

Thank you for your hard work and continued commitment to accuracy. A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]

[Your Title]

[Company Name]