

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Attendance Prize Award

We are pleased to inform you that you have been selected to receive the Attendance Prize for this quarter due to your exemplary attendance record. Your commitment to punctuality and presence at work has not gone unnoticed, and we appreciate your dedication.

As a token of our appreciation, you will receive [describe the prize, e.g., a gift card, extra vacation day, etc.]. This award reflects your hard work and commitment to our team, and we encourage you to continue this positive trend.

Congratulations once again, and thank you for being a valuable member of our organization.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]