

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Attendance Reward Recognition

We are pleased to inform you that you have been recognized for your outstanding attendance this year. Your commitment to being present and punctual has not gone unnoticed, and we want to express our appreciation for your dedication.

As a token of our gratitude, you will receive a [mention reward, e.g., gift card, extra day off, etc.], which we hope you will enjoy.

Thank you for your hard work and commitment to our organization. Your attendance plays a vital role in our success, and we are grateful to have you on our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]