

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to inform you that you have been selected as the recipient of our Professional Attendance Prize for [specific period, e.g., the year 2023]. This award is a recognition of your exemplary attendance and commitment to your role at [Company Name].

Your dedication and reliability make a significant impact on our team's success, and we are grateful for your efforts. As a token of our appreciation, we are pleased to award you [describe the prize, e.g., a bonus, a gift card, a day off, etc.].

We encourage you to continue your outstanding attendance and contribution to our workplace. Thank you for your hard work and commitment!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]