

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Award Recognition

I am pleased to inform you that you have been selected to receive the [Name of Award] for your exceptional performance and dedication at [Company Name].

Your contributions, particularly in [specific achievements/areas], have greatly enhanced our team's success and exemplify our company's values. Please join us for the award ceremony on [Date] at [Time] in [Location]. We look forward to celebrating your accomplishments and contributions to the team.

Once again, congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]