

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I am pleased to inform you that you have been selected as the recipient of the [Award Name] for your outstanding contributions to [specific achievement or project].

Your dedication, hard work, and commitment to excellence have not gone unnoticed. [Provide specific examples of the employee's performance and impact on the team or company.]

As a token of our appreciation, we would like to invite you to [details of the award ceremony or recognition event], where you will receive [details of the award, e.g., certificate, trophy, etc.]. We look forward to celebrating your achievements with the entire team.

Thank you for your exceptional work and for being a valuable member of our team.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]