

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

I am pleased to inform you that you have been selected to receive the [Award Name] for your outstanding contributions to [specific project, department, or the company as a whole].

Your dedication, hard work, and commitment to excellence have not gone unnoticed. [Provide specific examples of the employee's achievements or contributions that led to this recognition.]

As a token of our appreciation, we will be holding an award ceremony on [date and time] at [location]. We hope you can join us to celebrate your achievements along with your colleagues.

Thank you once again for your exceptional performance and commitment to our team. Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]