

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are pleased to announce that you have been selected to receive the [Award Name] for your outstanding contributions to [Company/Department Name]. This award recognizes your exceptional performance, dedication, and commitment to excellence in your role as [Employee's Position]. Your efforts in [specific accomplishments or contributions] have significantly impacted our team and organization. We appreciate your hard work and positive attitude, which inspire those around you.

As a token of our gratitude, you will receive [details of the award, e.g., a plaque, gift card, bonus, etc.]. We would like to invite you to [mention any ceremony or event where the award will be presented] on [date and time].

Thank you for being an invaluable part of our team. Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]