

[Your Name]

[Your Position]

[Your Company]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

Dear [Employee's Name],

I hope this message finds you well. I am writing to take a moment to acknowledge and celebrate your exceptional achievements in the workplace.

Your contributions, particularly in [specific project or task], have significantly impacted our [team/company goals]. Your dedication, hard work, and innovative approach have not gone unnoticed.

Specifically, I would like to highlight [specific achievements or behaviors], which demonstrate not only your skill but also your commitment to excellence and collaboration.

We are fortunate to have you as part of our team, and I look forward to seeing your continued growth and success in the future. Thank you for your outstanding efforts!

Warm regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Position]