

[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Employee's Name]  
[Employee's Job Title]  
[Department]

[Employee's Address]  
[City, State, ZIP Code]

Dear [Employee's Name],

I am pleased to inform you that you have been selected to receive the [Name of Award] for your exceptional performance and contributions to [Company/Department Name]. This award recognizes your hard work, dedication, and outstanding commitment to excellence.

Your efforts in [specific project or achievement] have significantly impacted our team's success and exemplify the values we strive for at [Company Name]. Your ability to [specific skill or quality] has not gone unnoticed and is truly appreciated by your colleagues and management alike.

As a token of our gratitude, we invite you to the [Award Ceremony/Event Name] on [date] at [location]. During this event, you will be officially presented with the award and recognized for your achievements.

Once again, congratulations on this well-deserved acknowledgment. We are proud to have you as part of our team and look forward to your continued success at [Company Name].

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]