

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Recognition Award

I am pleased to announce that you have been selected to receive the [Name of Award] in recognition of your outstanding performance and dedication to [specific achievement or contribution].

Your hard work and commitment have significantly impacted our team and the company, and we are truly grateful for your efforts.

Please join us for an award ceremony on [Date] at [Time] in [Location].

We hope to celebrate your achievements among your colleagues.

Congratulations on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]