

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Department]

[Company Name]

Dear [Employee's Name],

Congratulations! It is with great pleasure that we recognize you as the Employee of the Month for [Month/Year].

Your exceptional performance, dedication, and commitment to excellence have not gone unnoticed. Over the past month, you have consistently demonstrated [specific examples of outstanding work, teamwork, or contributions]. Your efforts have made a significant impact on our team and the company as a whole.

As a token of our appreciation, you will receive [mention any rewards, such as a certificate, gift card, or day off]. We invite you to join us for a small celebration on [date/time] to honor your achievements.

Thank you for your hard work and dedication. We are proud to have you as a part of our team!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]