

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: Employee Recognition Award

I am pleased to announce that you have been selected to receive the [Name of Award] in recognition of your outstanding contributions to [Company/Department Name].

Your dedication, hard work, and commitment to excellence have not gone unnoticed. Over the past [specific time period], your efforts in [specific achievements or projects] have significantly impacted our team and the organization as a whole.

As a token of our appreciation, we would like to present you with [details of the award, such as certificate, bonus, or other recognition] during our upcoming [meeting/event] on [date].

Thank you for your continued dedication and for being an integral part of our success. We look forward to seeing more of your exceptional work in the future.

Congratulations!

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Company Name]

[Company Phone Number]