

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[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 outstanding contributions to [specific project, team, or company]. This award is a testament to your hard work, dedication, and impressive performance over the past [time period]. Your achievements, particularly in [specific achievements or contributions], have not gone unnoticed. Your [specific qualities, such as teamwork, leadership, problem-solving skills] have significantly impacted our success and set a remarkable example for your colleagues. In recognition of your accomplishments, we invite you to a ceremony on [date] at [location], where you will receive [details of the award or recognition]. This is an opportunity for us to celebrate your success and express our gratitude for your commitment to excellence. Once again, congratulations on this well-deserved honor. We are proud to have you as part of our team.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]