

[Your Company's Letterhead]

[Date]

[Employee's Name]

[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 [Award Name] in recognition of your outstanding performance at [Company Name]. Your hard work, dedication, and exceptional contributions over the past [time period] have not gone unnoticed.

Your ability to [specific achievements or contributions] has significantly impacted our team's success and exemplifies the values of [Company Name]. We are incredibly grateful for your commitment and professionalism.

As a token of our appreciation, you will receive [describe the award, e.g., a certificate, a bonus, a gift, etc.], which will be presented to you during [event/meeting details]. We hope this recognition inspires you to continue your excellent work and encourages others to strive for excellence as well.

Thank you once again for your exemplary performance. We look forward to your continued success with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]