

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Award Recognition

We are pleased to inform you that you have been selected to receive the [Name of Award] in recognition of your outstanding contributions and exemplary performance within our team.

Your dedication, commitment, and exceptional skills have played a significant role in achieving [specific goals, projects, or milestones]. This award is a testament to your hard work and the positive impact you have made in our organization.

The award ceremony will take place on [Date] at [Time] in [Location]. We encourage you to join us as we celebrate your achievements and the success of our team.

Once again, congratulations on this well-deserved accolade. We appreciate your continued commitment to excellence and look forward to your future contributions.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]