

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Company Name]

Dear [Employee's Name],

I am pleased to inform you that you have been selected as the recipient of the [Award Name] for [specific period or event]. This award recognizes your outstanding contributions and dedication to [specific achievements or qualities, e.g., teamwork, innovation, customer service].

Your hard work and commitment have not gone unnoticed. [Include specific examples of the employee's contributions and impact on the team or company.]

As a token of our appreciation, you will receive [details of the award, e.g., a certificate, plaque, or gift], and we will celebrate your achievement at [mention any award ceremony or event].

Thank you for your exemplary service and for being such a valuable member of our team. We are proud to have you with us and look forward to seeing your continued success.

Warm regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]