

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Congratulations! It is with great pleasure that we announce you as the Employee of the Month for [Month/Year]. Your exceptional dedication, hard work, and positive attitude have significantly contributed to our team's success and the overall goals of our organization.

Throughout this month, your [specific achievements or qualities, e.g., outstanding customer service, teamwork, initiative] have stood out and set a remarkable example for your colleagues. Your commitment to excellence not only inspires those around you but also greatly enhances our workplace culture.

As a token of our appreciation, you will receive [mention any award or benefit, e.g., a certificate, a bonus, a special parking spot]. We encourage you to continue your excellent work and remain a valued member of our team.

Once again, congratulations on this well-deserved recognition! We look forward to celebrating your achievements at our upcoming staff meeting on [date], where you will be formally honored.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]