

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Company Name]

[Company Address]

Dear [Employee's Name],

I am pleased to take this opportunity to recognize and appreciate your outstanding contributions to our team. Your efforts have positively impacted [specific project, team, or company goal], and your commitment to excellence has not gone unnoticed.

Throughout [time period], you have consistently demonstrated [specific qualities or skills] that have significantly benefited our organization. Your ability to [mention a specific achievement or situation] is commendable and has set a positive example for your colleagues.

As a token of our appreciation, we would like to [mention any rewards or recognition, such as a certificate, gift, bonus, etc.]. We are grateful to have you as part of our team and look forward to your continued success and contributions.

Thank you once again for your hard work and dedication.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]