

[Your Name]
[Your Position]
[Your Company/Organization]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to take a moment to acknowledge and reward your outstanding effort on [specific project or task]. Your dedication and hard work have not gone unnoticed, and I am truly impressed by the results you have achieved.

Your ability to [specific achievements or qualities that stood out], has made a significant impact on our team and the overall success of [specific project or initiative].

As a token of our appreciation, we would like to offer you [describe reward, e.g., a bonus, gift card, additional day off, etc.]. It is a small gesture to show our gratitude for your commitment and exceptional performance.

Thank you once again for your hard work and dedication. We are fortunate to have you as part of our team.

Sincerely,

[Your Name]
[Your Position]