

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Job Title]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

Subject: KPI Achievement Recognition

I am pleased to inform you that your outstanding performance in achieving the Key Performance Indicators (KPIs) for [specific period or project] has been recognized. Your dedication and hard work have significantly contributed to our team's success and the overall goals of [Company Name].

Your achievements include:

- [Specific KPI 1 and result]
- [Specific KPI 2 and result]
- [Specific KPI 3 and result]

Your ability to [mention specific skills or actions taken] sets a commendable example for your colleagues and reinforces our commitment to excellence.

As a token of our appreciation, we would like to [mention any reward or recognition, such as a bonus, certificate, or public acknowledgment].

Thank you for your continued effort and commitment to [Company Name]. We look forward to your continued success and contributions.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]