

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Department]

[Employee's Address]

Dear [Employee's Name],

I hope this message finds you well. I am writing to formally recognize and celebrate your outstanding contributions to [Company/Department Name].

[Personalize with specific achievement or quality: "Your exceptional teamwork during the [Project Name] project has truly made a difference."] Your efforts in [specific actions taken by the employee] have not gone unnoticed. [Add any relevant impact: "Because of your dedication and hard work, we achieved [specific results], and it has positively affected our team and company goals."]

We deeply appreciate your commitment and enthusiasm. Thank you for consistently going above and beyond. Your hard work sets a great example for your colleagues and inspires us all.

Once again, thank you for everything you do. Keep up the excellent work!

Best regards,

[Your Name]

[Your Title]

[Your Department]

[Your Company]