

Employee Reward Gift Voucher

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Dear [Employee Name],

We are pleased to inform you that you have been awarded a gift voucher in recognition of your hard work and dedication to [Company Name]. Your contributions have made a significant impact, and we appreciate your efforts.

Your gift voucher details are as follows:

- Voucher Amount: [\$ Amount]
- Issuing Date: [Insert Date]
- Expiration Date: [Insert Date]

This voucher can be redeemed at [list of participating stores or online platforms].

Thank you for being an invaluable part of our team!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]