

# Letter of Appreciation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Employee of the Month Appreciation

Dear [Employee's Name],

I am thrilled to officially announce that you have been selected as the Employee of the Month for [Month/Year]. This recognition is a testament to your hard work, dedication, and exceptional contributions to our team.

Your efforts in [mention specific achievements or projects] have significantly impacted our success and have set a shining example for your colleagues. Your positive attitude and commitment to excellence are truly commendable.

As a token of our appreciation, you will receive [mention any rewards or benefits], and we will celebrate your achievement during our next team meeting.

Thank you for your outstanding work and continued dedication. We are fortunate to have you on our team.

Sincerely,

[Your Name]

[Your Position]

[Company Name]