

Congratulations!

Dear [Employee's Name],

We are thrilled to announce that you have been selected as the Employee of the Month for [Month/Year]! Your hard work, dedication, and exceptional performance have truly made an impact on our team.

This achievement reflects your commitment to excellence and sets a standard for all of us. To celebrate this accomplishment, please join us for a small gathering on [Date] at [Time] in [Location]. There will be refreshments and an opportunity to recognize your efforts.

Once again, congratulations on this well-deserved recognition! We look forward to seeing you at the celebration.

Best regards,
[Your Name]
[Your Position]