

# Commendation Letter

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Employee of the Month Award

Dear [Employee's Name],

It is with great pleasure that I formally commend you for being awarded the Employee of the Month for [Insert Month/Year]. Your hard work, dedication, and outstanding performance have not gone unnoticed.

Your commitment to excellence and ability to exceed expectations in [specific tasks or projects] have significantly contributed to our team's success. The positivity you bring to the workplace inspires both your colleagues and our clients alike.

We appreciate your efforts and are proud to have you as part of our team. As a token of our recognition, you will receive [details of any rewards or recognition, if applicable].

Congratulations on this well-deserved honor!

Sincerely,

[Your Name]

[Your Position]

[Company Name]