

Employee of the Month Award

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Employee of the Month Recognition

Dear [Employee's Name],

It is with great pleasure that we announce you as the Employee of the Month for [Month/Year]. Your outstanding contributions and dedication to excellence have not gone unnoticed.

Your commitment to [specific projects, teamwork, customer service, etc.] has significantly impacted our team and the company as a whole. Your positive attitude and willingness to go above and beyond serve as an inspiration to your colleagues.

As a token of our appreciation, you will receive [details of any reward, e.g., a gift card, an additional day off, etc.]. We will also be featuring your achievements in our monthly newsletter and displaying your photo on the Employee of the Month board.

Thank you for your hard work and dedication. We are proud to have you as part of our team!

Congratulations once again!

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]