

Employee of the Month Award

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Dear [Employee's Name],

We are thrilled to announce that you have been selected as the Employee of the Month for [Month/Year]. Your outstanding performance, dedication, and commitment to excellence have consistently impressed both your colleagues and management.

Your contributions, particularly in [specific achievements or projects], have made a significant impact on our team's success. We are grateful for your hard work and positive attitude.

As a token of our appreciation, you will receive [mention any rewards, such as a certificate, gift card, etc.], along with this certificate of recognition.

Congratulations on this well-deserved honor! We look forward to seeing more of your continued success in the future.

Sincerely,

[Your Name]

[Your Position]

[Company Name]