

Employee of the Month Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Congratulations on Being Employee of the Month!

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 outstanding performance have not gone unnoticed.

Your contributions, particularly in [specific achievements or projects], have made a significant impact on our team and the organization as a whole. Your positive attitude and willingness to go above and beyond consistently inspire your colleagues.

As a token of our appreciation, you will receive [details of reward, if applicable] and recognition in our company newsletter.

Thank you for your commitment and professionalism. We look forward to seeing your continued growth and success within the company.

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]

[Company Name]