

Acknowledgment of Exceptional Service Excellence Award

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are thrilled to inform you that you have been selected to receive the Exceptional Service Excellence Award for your outstanding contributions to our organization. Your dedication, professionalism, and commitment to excellence have significantly impacted our team's success.

Throughout your tenure, you have consistently demonstrated exceptional service and an unwavering commitment to our core values. Your ability to [insert a specific example of exceptional service] has not gone unnoticed and has inspired your colleagues to strive for the same high standards.

We will be holding an award ceremony on [insert date] at [insert location] to honor your achievements. Please join us as we celebrate your exceptional contributions to our team and the organization.

Once again, congratulations on this well-deserved recognition! We are proud to have you as a member of our team.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]