

Team Performance Award Recognition

Date: [Insert Date]

Dear [Team/Team Member Name],

We are thrilled to announce that you have been selected for the **Team Performance Award** in recognition of your exceptional contributions and dedication to achieving our goals.

Your commitment to teamwork and your outstanding performance have made a significant impact on our success. We appreciate your hard work and the positive energy you bring to the team.

Please join us for a small ceremony on [Insert Date and Time] at [Insert Location] to celebrate this achievement. We look forward to recognizing your efforts and enjoying refreshments together.

Congratulations once again on this well-deserved recognition!

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]