

Employee of the Month Commendation

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name/Position]

Subject: Employee of the Month Recognition

Dear [Employee's Name],

It is with great pleasure that I commend you for being selected as our Employee of the Month for [Insert Month/Year]. Your exceptional performance, dedication, and unwavering commitment to excellence have set a remarkable example for your colleagues.

Your contributions, particularly in [specific project/task], have significantly impacted our team's success and have not gone unnoticed. Your effort to [mention specific qualities or achievements] has been inspiring to all of us.

As a token of our appreciation, we have arranged a [mention any reward, e.g., bonus, lunch, trophy] that will be presented to you during our next team meeting on [insert date].

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

Congratulations once again!

Sincerely,

[Your Name]

[Your Position]