

Employee of the Month Announcement

Date: [Insert Date]

To All Staff,

We are pleased to announce that [Employee Name] has been selected as the Employee of the Month for [Month/Year]. [He/She/They] has demonstrated exceptional performance, dedication, and a commitment to excellence that truly sets [him/her/them] apart.

[Employee Name] has consistently gone above and beyond in [describe specific contributions or achievements], making a significant impact on our team and organization.

We encourage everyone to join us in congratulating [Employee Name] for this well-deserved recognition. Please join us for a small celebration on [insert date/time] in [location].

Thank you for your hard work and dedication.

Sincerely,

[Your Name]
[Your Position]
[Your Company]