

Congratulations!

Dear [Employee's Name],

We are thrilled to announce that you have been selected as the Employee of the Month for [Month/Year]! This recognition is a testament to your hard work, dedication, and exceptional contributions to our team.

Your efforts in [specific achievements or projects] have greatly impacted our success and have not gone unnoticed. Thank you for your commitment to excellence and for embodying the values of our organization.

As a token of our appreciation, you will receive a [reward or recognition, e.g., gift card, plaque, etc.]. We would like to celebrate your achievement at our next team meeting on [date].

Once again, congratulations on this well-deserved honor!

Sincerely,
[Your Name]
[Your Position]