

Employee of the Month Recognition

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Congratulations on Being Employee of the Month!

Dear [Employee's Name],

It is with great pleasure that I inform you that you have been selected as the Employee of the Month for [Insert Month/Year]. Your exceptional performance, dedication, and positive attitude have truly set you apart from your peers.

Throughout this month, your contributions in [specific project or task] have significantly impacted our team and the company. Your hard work does not go unnoticed, and we are incredibly grateful to have you as part of our team.

As a token of appreciation, you will receive [mention any rewards, such as a certificate, gift card, etc.] and be celebrated in our monthly staff meeting.

Once again, congratulations on this well-deserved recognition! Keep up the fantastic work!

Sincerely,

[Manager's Name]

[Your Job Title]

[Company Name]