

Performance Recognition Letter

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that due to your outstanding performance and dedication, you are eligible for our Performance Recognition Incentives for the [Time Period]. Your hard work has not gone unnoticed, and it has greatly contributed to the success of our team.

As a token of our appreciation, we are awarding you [insert details of the incentive, e.g., a bonus, a gift card, additional time off]. We hope that this recognition serves as motivation for your continued excellence and helps you achieve your goals.

Thank you for your exceptional contribution, and keep up the great work!

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]