

Performance Reward Confirmation

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm that, in recognition of your exceptional contributions to [specific project/achievement], you have been awarded a performance reward. Your hard work and dedication have not gone unnoticed, and we appreciate your commitment to excellence.

The details of your reward are as follows:

- Type of Reward: [Specify Reward]
- Amount: [Specify Amount]
- Date of Disbursement: [Insert Date]

Thank you for your continued efforts and outstanding performance. We look forward to seeing your continued success within our team.

Best Regards,

[Your Name]

[Your Position]

[Company Name]