

Service Recognition Award

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that you have been selected to receive the Service Recognition Award in recognition of your outstanding dedication and contributions to [Organization/Company Name].

Your unwavering commitment to excellence and your ability to inspire those around you have greatly enhanced our workplace and reinforced our mission. We appreciate your extraordinary efforts and dedication over the years.

As a token of our gratitude, we would like to invite you to a special recognition ceremony on [Insert Date and Time] at [Insert Venue].

Thank you for your hard work and commitment. We look forward to celebrating your achievements!

Sincerely,

[Your Name]

[Your Title]

[Organization/Company Name]

[Contact Information]