

Employee Achievement Recognition Letter

Date: [Insert Date]

To: [Employee Name]

From: [Manager's Name]

Subject: Achievement Recognition

Dear [Employee Name],

We are pleased to recognize your outstanding achievements and contributions to [Company Name]. Your hard work and dedication have not gone unnoticed, and we want to take this opportunity to express our gratitude.

Specifically, we would like to acknowledge:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

As part of our Employee Achievement Recognition Plan, we are excited to offer you [details of the recognition program, e.g., a bonus, a gift card, an extra day off]. We hope this will encourage you to continue your exceptional work.

Once again, thank you for your significant contributions to our team. We look forward to seeing all the great things you will accomplish in the future.

Sincerely,

[Manager's Name]

[Manager's Title]

[Company Name]