

Employee Recognition Gift Selection

Dear [Employee's Name],

We would like to take this opportunity to express our heartfelt gratitude for your outstanding contributions to our team. As part of our employee recognition program, we are excited to present you with a selection of gifts to choose from.

Gift Options:

- Option 1: [Gift Description]
- Option 2: [Gift Description]
- Option 3: [Gift Description]

Please let us know your preferred choice by [Response Deadline].

Thank you once again for your dedication and hard work.

Sincerely,

[Your Name]

[Your Title]

[Company Name]