

Service Excellence Recognition Announcement

Dear Team,

We are thrilled to announce the recipients of our Service Excellence Recognition Awards for this quarter. These individuals have demonstrated exceptional commitment to our values and have gone above and beyond in delivering outstanding service to our customers.

Congratulations to:

- John Doe - Customer Service Representative
- Jane Smith - Sales Associate
- Emily Johnson - Technical Support Specialist

We will be celebrating their achievements at our upcoming team meeting on **[Date]**. Please join us in recognizing their hard work and dedication.

Thank you for your continued commitment to excellence.

Best regards,
[Your Name]
[Your Title]
[Company Name]