Employee Recognition Letter

Subject: Congratulations â€“ Employee of the Month

Dear [Employee Name],

We are delighted to inform you that you have been selected as the Employee of the Month for [Month/Year]. Your dedication, hard work, and consistent performance have greatly contributed to the success of our team.

Please join us at [date/time] for a small award ceremony to honor your achievement.

Congratulations once again, and thank you for your outstanding contribution.

Best regards,

[Manager Name]

[Company Name]

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