

Formal announcement recognizing top performers with incentive

Subject: Recognition of Outstanding Performance

Dear [Employee Name],

Congratulations! You have been recognized for your outstanding performance over the past quarter.

As a token of appreciation, you will receive a special incentive bonus in addition to regular compensation.

Your commitment, dedication, and results have significantly contributed to our team's success.

We hope this incentive encourages continued excellence and sets a benchmark for all.

Sincerely,

[Manager Name]

[Position]

[Company Name]

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