

Employee Recognition Award Email Template

Subject: Congratulations - Employee of the Month Award

Dear [Employee's Name],

I am pleased to inform you that you have been selected as our Employee of the Month for [Month, Year]. This recognition is a testament to your exceptional performance, dedication, and positive contribution to our team.

Your outstanding work on the [specific project or responsibility] and your consistent demonstration of our company values have not gone unnoticed. Your colleagues nominated you for this award, citing your willingness to help others, your innovative problem-solving skills, and your positive attitude.

This award comes with a \$[amount] bonus, a preferred parking spot for the month, and your photo will be displayed in our main lobby. Additionally, you will be featured in our company newsletter reaching over [number] employees.

Your commitment to excellence and your collaborative spirit make you a valuable asset to our organization. Thank you for your continued dedication and for setting such a positive example for your colleagues.

We will present your award at our monthly all-hands meeting on [Date]. Please plan to attend so we can properly recognize your achievements in front of the entire team.

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

Best regards,

[Your Name]

[Your Title]

[Company Name]

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