

Formal recognition for outstanding performance

Dear [Employee Name],

We are pleased to inform you that based on your exceptional performance and dedication over the past quarter, you have been awarded a discretionary performance incentive. Your contributions have significantly impacted the success of our team and company goals.

This incentive reflects our appreciation for your hard work, commitment, and the high-quality results you consistently deliver. We encourage you to continue setting high standards and contributing to our shared success.

Congratulations on this well-deserved recognition.

Sincerely,

[Manager Name]

[Title]

[Company Name]

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