

Heartfelt tone for motivation

Dear [Employee Name],

Your unwavering dedication and the passion you bring to your role have not gone unnoticed. In recognition of your extraordinary performance, we are delighted to grant you a discretionary performance incentive.

Your commitment inspires your colleagues and contributes greatly to the success of our team.

Please accept this award as a token of our sincere appreciation.

Warm regards,

[Supervisor Name]

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