

Formal gift voucher letter for employee recognition

Subject: Appreciation for Your Contributions

Dear [Employee Name],

It gives us great pleasure to acknowledge your hard work and dedication. As a token of appreciation for your contributions to [Company Name], we are delighted to present you with a gift voucher worth [amount/value].

This voucher can be redeemed at [store/brand] and is valid until [expiry date]. We hope you enjoy using it and take this as a small gesture of our gratitude.

Thank you for your continued commitment, and we look forward to seeing your future accomplishments.

Sincerely,

[Manager's Name]

[Position]

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