

Special Recognition Incentive Letter

Subject: Special Incentive for Outstanding Achievements

Dear [Employee Name/Team],

We are pleased to recognize your exceptional contributions and achievements with a special incentive as part of our employee recognition program. Your efforts have had a significant impact on [project, department, or company success].

The reward includes [details of incentive], and we hope it encourages continued excellence and commitment.

Congratulations and thank you for your hard work!

Sincerely,

[Manager Name]

[Position]

[Company Name]

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