Insert Date

[Organization Name]

Insert Address

Dear {insert employee name},

On behalf of the management team at [Organization Name], we want to take the time to express our gratitude to you for your hard work and dedication to our company!

We want to personally celebrate you for your contribution to the success of [Organization Name] and recognize your work ethic, positive attitude, and your ability to go above and beyond. Your talent and skills shine through every day and we want to ensure you feel appreciated and rewarded for your efforts and achievements.

You are certainly an important asset to our company and a special part of our team here at [Organization Name]. We are pleased to have you on our staff and value your personal contributions to the company.

We sincerely appreciate your efforts and look forward to cheering you on as you continue to keep up the excellent work. Congratulations and thank you again for your passion and dedication to [Organization Name].

With warmest regards,

Insert manager name

[Organization Name]