Employee of the Month Letter

[Date]

**Private & Confidential**

[Employee First Name & Surname]

[Address 1]

[Address 2]

[City]

[State & Postcode]

Dear [First Name],

Congratulations on being awarded Employee of the Month at the [Company Name] for the month of [Month & Year].

In recognition of your efforts, you have been awarded [Prize – for example a gift certificate, movie tickets, theatre tickets, etc.].

The employee of the month award now carries more weight than ever. Not only has this recognised your contribution to our organisation, it also recognises you as a contributor to our exceptional service promise which under-pins the company’s promotional and brand promises. I am positive your shining example will help to stimulate your colleagues to even greater heights of service.

Your award is a part of the [Company Name] Recognition and Rewards programme, which itself brings greater awards, and goes towards the possibility of you becoming “Employee of the Year”.

Your photograph will be taken in the near future and displayed on the ‘Employee of the Month’ colleague recognition plaque.

I would like to personally thank you as your efforts have helped us to take yet one more step towards becoming the company where customers and employees alike, feel we help to put the balance back into life.

Yours Sincerely,

[Manager Name]

[Manager Title]