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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

[Date]

Dear: [Name]

Congratulations for receiving the award for the best employee in [Name the month]. Typically, coworkers contribute the award to the employee they feel had contributed much to the company. Various nominations appreciated the fact that you could help other team members whenever needed.

Other team members said that you could put a positive attitude and cheerful face when others were struggling with deadlines of their projects. Additionally, they also said you were efficient, organized, and worked hard.

They were much impressed with your daily accomplishment. You fellow coworkers appreciated when you assumed leadership and guided them in the right direction. Generally, you received the highest number of nominations form your coworkers. The award winner will receive [Name the award] and a certificate.

I once again congratulate you on the award and keep up the spirit.

Yours faithful

[Signature]

[Name]  
[Position in the company]