**Employee Recognition Letter**

Dear Associate,

It is an honor to work with professionals of your high caliber whose hard work and dedication produce superb results. In recognition of your [outstanding sales efforts](http://www.terryberry.com/programs/sales-and-safety-awards.asp), it is with great pride that I welcome you to the ABC Labs Employee Recognition Program.

Through this recognition program, your efforts in the field are rewarded with beautifully handcrafted awards from which you can select. These awards are symbols of our appreciation for your hard work and help serve as a continual reminder of your achievements.

Please note the number of [points](http://www.terryberry.com/services/awardpoints.asp) you have accumulated to date. Points can be redeemed immediately, or accumulated over time, and awards can be selected at your convenience. You may select from any of the awards available through the [Terryberry online catalog](http://www.terryberry.com/products/awards/recognition-collection.aspx) that are within your points balance. Your award, which you will have the option to inscribe with the ABC Labs logo, will be shipped directly to you.

Please feel free to contact us with any questions and good luck accumulating as many points as possible!

Thank you for all the work you do.

Sincerely,

Vice President, Sales and Marketing