XXX

Address

Date

Subject: Appreciation letter template.

Dear XXX,

Congratulations! You have been awarded as the employee of the month. I want to appreciate you regarding your excellent performance which has been announced yesterday evening. We wanted you to know that because of your hard work, the company has increased in size and profitability. Your enthusiasm and interest to work in the company, in spite of difficulties, have made a huge impact to our success.

If you want to know about your next month target and increment amount feel free to contact me via mailer.

You are a valuable employee to our company. All the best.

Yours Faithfully,

###### XXX