[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**To All Employees**,

**Subject: Announcing Our Employee of the Month for [Month/Year]**

Dear Team,

We are excited to announce that [Employee Name], [Job Title], has been selected as our Employee of the Month for [Month/Year]!

[Employee Name] has demonstrated exceptional performance, dedication, and a commitment to excellence that goes above and beyond expectations. Specifically, [he/she/they] have:

* [*Highlight key accomplishments, e.g., “Exceeded sales targets by 25%,” “Streamlined a key process, saving the team significant time,” or “Provided outstanding support to colleagues and customers.”*]
* [*Additional examples of contributions*].

These efforts have not only contributed to the success of [Company Name] but have also set a positive example for others.

To celebrate this achievement, [Employee Name] will receive [*specific reward, if applicable, e.g., “a gift card,” “an additional day off,” or “a special parking spot”*], and [his/her/their] picture will be featured in our Employee of the Month display [or similar].

Please join us in congratulating [Employee Name] for this well-deserved recognition. We encourage everyone to continue striving for excellence and supporting one another as we work toward our shared goals.

Thank you, [Employee Name], for your hard work and commitment. We’re lucky to have you on the team!

**Yours sincerely,**

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................