

Award Letter Policy

[Name of the Company](#) believes every employee is equal, and that anyone who performs exceptionally on a project or in their everyday work should be recognized with an Award Letter.

Purpose

[Name of the Company](#) believes that recognizing promising employees with an Award Letter keeps them motivated and energized, and thanks them for the effort they put into a project.

Each Award Letter states why it is being given and what difference the employee's work made to the company.

Scope

Recognition must never depend on discrimination of any kind. At [Name of the Company](#) every employee has equal standing, so this policy covers every employee in every department.

Award Letter Administration

Award Letters are based on an employee's performance. The employee's manager and the board of directors handle the process.

Sample Award Letter

- Sample Award Letter for Employee of the Month

Date: [Date](#)

[Employee name](#)

[Designation, Department](#)

[Address line 1](#)

[Address line 2](#)

Dear [Employee name](#),

Congratulations! You have been selected as Employee of the Month for [Year](#), in recognition of the effort and hard work that have made [Name of the Company](#) proud.

We have noticed how much you put into your projects. Your work has raised productivity and profitability, and [Name of the Company](#) wants to thank you for it.

Your teammates speak well of you too. During [time interval](#) you created a positive atmosphere and helped them in every way you could. They describe you as a strong leader who can guide the team through any situation without missing deadlines, and they respect what you accomplish every day.

Your seniors have noticed as well. You have delivered every project before its deadline, and your contribution to the company, and to the community around it, has been outstanding.

I am glad to say that you are a valuable part of our company and are helping take it further. Thank you again, and congratulations on being Employee of the Month.

Regards,

Signature of CEO/Manager

Name of CEO/Manager