

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Recognition of Perfect Customer Service Scores

Dear [Employee Name],

It is with great pleasure that I congratulate you on achieving a perfect score in our recent customer service evaluations. Your commitment to providing exceptional support and your ability to exceed customer expectations have not gone unnoticed.

In recognition of this outstanding achievement, you have been awarded a Customer Service Excellence Bonus in the amount of \$[Amount]. This bonus will be included in your next paycheck on [Date].

Maintaining a 100% satisfaction rating is a significant accomplishment that reflects your professionalism, patience, and dedication to our company's core values. You serve as an excellent role model for the entire team.

Thank you for your hard work and for being an integral part of our success. We look forward to your continued contributions.

Sincerely,

[Manager Signature]

[Manager Name]

[Company Name]