

[Company Header/Logo]

[Date]

[Employee Name]

[Job Title]

[Department]

Subject: Recognition of Outstanding Patent Invention

Dear [Employee Name],

It is with great pleasure that we officially recognize your exceptional contribution to the company's intellectual property portfolio. Your invention, titled "**[Title of Patent/Invention]**", has been formally [filed/granted] under Patent Number **[Patent Number, if applicable]**.

This recognition is a testament to your technical expertise, creativity, and dedication to innovation. Your work provides a significant competitive advantage to [Company Name] and helps solidify our position as a leader in the [Industry Name] industry.

In appreciation of your achievement, the company is pleased to award you [mention award, bonus, or plaque, e.g., a one-time patent award bonus of \$X,XXX].

On behalf of the entire leadership team, thank you for your commitment to excellence. We look forward to your future contributions and continued success within the organization.

Sincerely,

[Signature]

[Manager/Executive Name]

[Title]

[Company Name]