

[Date]

[Employee Name]

[Employee ID]

[Department]

Re: Annual Patent Contribution Award

Dear [Employee Name],

We are pleased to inform you that you have been selected as a recipient of the [Year] Annual Patent Contribution Award.

This award is presented to you in recognition of your exceptional innovation and commitment to the company's intellectual property portfolio. Your contribution to the following patent(s) has been vital to our technical advancement:

- Patent Number/Application ID: [Number] - [Title of Invention]

In appreciation of your hard work and creative excellence, the company is awarding you a one-time payment of [Amount], which will be processed in your next pay cycle.

Thank you for your continued dedication to excellence and for helping drive our company's success through innovation.

Sincerely,

[Signature]

[Name of Executive/Manager]

[Title]

[Company Name]