[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Recognition of Cost Savings Achievement

Dear [Employee Name],

We are writing to officially recognize your outstanding contribution to our company's efficiency. Your recent initiative regarding [Project Name/Process Improvement] has resulted in a significant cost saving of approximately [Amount] for the organization.

In appreciation of your proactive approach and commitment to financial stewardship, we are pleased to award you a performance incentive of [Incentive Amount/Reward Type]. This will be processed in the [Month] payroll cycle.

Your ability to identify waste and implement effective solutions sets a high standard for the entire team. Thank you for your dedication to our collective success.

Sincerely,

[Manager Name]
[Job Title]
[Company Name]