[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Confirmation of Cost Savings Suggestion Reward

Dear [Employee Name],

We are pleased to inform you that your recent cost savings suggestion, "[Title of Suggestion]," has been officially approved for implementation.

After a thorough review by the evaluation committee, it was determined that your proposal regarding [briefly mention area, e.g., supply chain optimization] will result in a significant reduction in operational expenses for the company.

In recognition of your initiative and contribution to our fiscal efficiency, you have been awarded a reward of [Amount/Gift/Type of Reward].

Details of Reward Distribution:

- Reward Type: [e.g., One-time bonus, Gift card, Extra PTO]
- Distribution Date: [Date]
- Method: [e.g., Included in next paycheck, Hand-delivered]

Thank you for your commitment to improving our business processes. We encourage you to continue sharing your innovative ideas with the team.

Sincerely,

[Signature]
[Name of Manager/Executive]
[Title]
[Company Name]