[Date]

[Employee Name]
[Job Title]
[Department]

Dear [Employee Name],

It is with great pleasure that I write to formally recognize your outstanding performance over the past [Time Period].

Your dedication to [Specific Project or Goal] has not gone unnoticed. Specifically, your ability to [Mention Specific Achievement] has significantly contributed to the success of our organization and has set a high standard for excellence within the company.

On behalf of the entire leadership team, I want to thank you for your hard work, professionalism, and the positive impact you have on your colleagues. It is employees like you who drive our continued growth and success.

We are proud to have you on our team and look forward to your future contributions.

Sincerely,

[CEO Signature]

[CEO Name]
Chief Executive Officer
[Company Name]