**Employee Recognition Template #1**

Subject: [Your Company Name] Employee Recognition

Dear [Employee's Name],

I am pleased to acknowledge your exceptional performance in [specific task or job role]. Your hard work and dedication are instrumental in driving the success of our team and [Your Company Name].

Details of Accomplishment:  
[Provide a detailed description of the employee's achievement, how it has contributed to the team's goals or the company's success.]

Recognition:  
[State the form of recognition. This could be a certificate, a bonus, extra time off, public acknowledgment, or any other form of reward that the company decides.]

Thank you once again for your exceptional contribution. Your dedication to your role is a model for all to follow.

Best Regards,

[Your Name]  
[Your Position]