Subject: Congratulations! You're a Winner of the [Department Name] Recognition Award

Dear [Recipient's Name],

I am delighted to share the wonderful news with you — you have been selected as a winner of the [Department Name] Recognition Award! 🎉

Your outstanding contributions and exceptional efforts have not gone unnoticed. The recognition committee carefully reviewed the nominations, and your name stood out for the impact you've made on our team and the positive difference you bring to our department.

**Award Category:** [Specify the category, e.g., Innovation, Lean Improvements, Stellar Customer Service, etc.]

We would like to personally invite you to the recognition award ceremony, where we will formally acknowledge and celebrate your achievements. Your dedication and hard work have truly set a standard of excellence within our department.

**Recognition Award Ceremony Details:**

* **Date:** [Date]
* **Time:** [Time]
* **Location:** [Location]

Refreshments will be served, and we encourage you to invite your colleagues and friends to join in the celebration. Your success is a testament to the positive culture we are building together in [Department Name].

Once again, congratulations on this well-deserved recognition. We look forward to honoring you at the award ceremony and expressing our gratitude for your exceptional contributions.

Should you have any questions or require additional information, please feel free to reach out.

Best regards,

[Your Name] [Your Position] [Department Name] [Your Contact Information]

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