



[Your Company Letterhead]

MEMORANDUM

To: [Recipient's Name/Department]

From: [Your Name/Department]

Date: [Date]

Subject: Employee Recognition: [Employee's Name]

Dear [Recipient's Name/Department],

I am pleased to take a moment to recognize the outstanding contributions of [Employee's Name] from [Employee's Department/Team]. [He/She] has consistently demonstrated exceptional [quality, achievement, or contribution].

[His/Her] dedication and hard work reflect positively on the entire team and greatly contribute to our company's success. Please join me in congratulating [Employee's Name] for [his/her] remarkable achievement.

Warmest congratulations once again!

Sincerely,

[Your Name]

[Your Position/Department]

[Your Contact Information]