[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Congratulations on Winning an Award**

Dear [name of the Recipient],

I am writing this letter to congratulate you on winning the employee of the year award. It’s been a great moment for you and you really earned it. I want to tell you that I am really happy for you with all my heart. I wish that you will continue to be of great value to the organization in the future as well.

Congratulations again on this great achievement. We are really proud of you.

Best of Luck!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]