

Sample letter to Appreciate Employee of the month

Congratulations! You have been selected as the 'Month of the Employee' for the month of February '2014.

We appreciate the effort and the time you have put into your job in the past one year. We have noticed that since the time you have joined as an Executive Accounts, you have displayed great enthusiasm to learn and grow professionally. You have been working hard and also worked overtime to gain the maximum benefit from your work. We might not show our appreciation frequently as the work keeps us busy all the time, but we never fail to notice the hard work of our employees in the long run.

To show our appreciation for your work and conduct, we bestow upon you the Certificate of the 'The Employee of the Month'.

This is a gesture from our part to reward the efforts of our employees with appreciation certificates. The 'Employee of the Month' certificate is a constant reminder of your achievements from our side.

Kindly, collect your certificate from the HR department. Once again, we congratulate you on your achievement.