

Award Letter Policy

'Name of the Company' believes that every employee is equal, and they all must be recognized with an 'Award Letter' as a part of their exceptional performance in any project or work.

Purpose

'Name of the Company' believes that recognizing the promising employees with 'Award Letter' is essential to keep them motivated and energetic for their efforts and hard work during any project.

The Award Letter will specify the reason for distributing the same and the impact of the employee's contribution to the company.

Scope

No employee should be discriminated against on any basis for recognition and motivation. For 'Name of the Company', every employee has equal status. Thus the scope of this letter expands to every employee of every department.

Award Letter Administration

The administration of any 'Award Letter' distribution is formulated based on the employee's performance and handled by the employee's respective manager and the board of directors.

Sample Award Letter

● Sample Award Letter for Employee of the Month

Date: _____

<employee name>

<designation, department>

<address 1>

<address 2>

Dear, _____

Greetings! You have been selected for the "Employee of the Month" award for the year 20xx for your valuable efforts and hard work that have made the 'Name of the Company' proud.

The company has noticed the number of efforts you have put in your projects, which has marked a significant increase in the productivity and profitability, and 'Name of the Company' believes that you must be appreciated for the same.

Your teammates also believe that you have spread a positive atmosphere and helped them in every possible way during the (time Interval). They also accept that you've been a great leader and can lead his/her team in every situation without missing deadlines. They respect you very much for the accomplishments you have achieved daily.

Your seniors also appraise you for the performance you have delivered to submit every project before the deadline. The contribution you have made to the company is uncountable, praise-worthy, and has significantly and positively impacted the company's community.

I can gladly say that you are a valuable part of our company, taking our company to greater heights. I again appreciate you, and I'm proud to say that you are the "Employee of the Month".

Regards,

(Signature of CEO/Manager)

(Name of CEO/Manager)

A promotional banner for factoHR. On the left, the logo is at the top, followed by the text "Simplify your HR and Payroll with factoHR Solution" in white. Below this is a yellow button with the text "Schedule Demo". On the right, there is a collection of white icons on a blue background: a calendar with an 'X', a round clock, a stack of books, a desk lamp, a computer monitor displaying a webpage, and a white mug.

 **factoHR**
HR Solution for Growth

**Simplify your HR and Payroll
with factoHR Solution**

Schedule Demo