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# Business Letter Salutation to Employee

[Your Name]

[Your Job Title]

[Your Company]

[Company Address]

City, State, Zip Code

[Date]

Dear [Employee's First Name] [Employee's Last Name],

I hope this letter finds you well. I am writing to acknowledge your exceptional contribution to the [Project Name/Department's Name] over the last quarter. Your hard work and dedication have not gone unnoticed, and I want to personally thank you for your efforts.

As a token of our appreciation, the company has decided to award you with [specific reward, e.g., a bonus, extra vacation days, etc.]. We believe that your contributions have been instrumental in achieving our goals and setting a positive example for your colleagues.

Looking forward, we are excited about the upcoming projects and are confident in your continued success within the team. Please feel free to reach out to me directly if you have any suggestions or need support in your ongoing or future tasks.

Once again, thank you for your hard work and dedication. We are fortunate to have you as part of our team.

Sincerely,

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**[Your Signature (if sending a hard copy)]**

**[Your Name]**

**[Your Job Title]**