To,

[Name of the recipient],

[Address],

Date:

**Subject: Letter of Invitation to Accept Award**

Dear [Name of the recipient],

We are pleased to inform you that you are being nominated for best employee award. On upcoming mega event of our office anniversary we are rewarding some of our best employees for their excellence and dedication.

The company is very happy with your performance and it was huge delight that you have always been very regular and punctual and excellent in your work. You have worked real hard to get us new potential clients due to which company got some real success and profit.

We will be giving you promotion and bonus for being great at work. This event is solely for celebrating the success and acknowledging its employees.

Regards,

[Name of the Sender],

[Designation of the Sender],