

Letter Announcing an Employee's Sports Event Achievement

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

Our junior marketing manager [INSERT NAME HERE] has won Tennis Championship which was held by our company last week. Everyone was impressed by the passion and the energy of [INSERT NAME HERE] Because of her excellent performance in the Tennis game; she has been awarded with the [AWARD DETAILS HERE].

We congratulate him for his win and we encourage our other employees also to take part in such games and to win such high class trophies.

[Your Name]

[Senders Title] -Optional-