

Employee Perfect Attendance Letter

[Your Name]
[Address]
[City, State, Zip]

[Date of letter]

[Recipient's Name]
[Title]
[Company Name]
[Address]
[City, State, Zip]

Dear [Recipient's name],

I am writing you today to thank you for your perfect attendance at work this month. It is an honor and privilege to work with such a committed employee. The effort you put into your job is more than what is required and the upper management team is going to recognize you at our next company dinner. Along with this recognition you will receive a bonus check of \$1,000 in your next paycheck as recognition for a job well done.

Thanks again for all that you do for our firm and keep up the great work.

Best regards,
[Your Signature]