Dear [First Name],

Congratulations on the tremendous success you’ve achieved as the top producing sales person this year.

Through this [sales award program](http://www.terryberry.com/programs/milestoneformal-recognition/sales-safety-awards.aspx) your hard work and commitment are rewarded with beautifully handcrafted awards, which you can select based on your individual interests. These awards represent a symbol of our appreciation of your dedication to ABC and serve as a continual reminder of your achievements.

Awards can be selected at any time. Please feel free to contact us with any questions. Good luck accumulating as many points as possible and thank you for your continued commitment to ABC!

Sincerely,

CEO