

Employee Motivation Letter

[Sender's Name]

[Address line]

[State, ZIP Code]

[Letter Date]

[Recipient's Name]

[Address line]

[State, ZIP Code]

[Subject: Normally bold, summarizes the intention of the letter] -Optional-

Dear Employees,

Congratulations! I'm very happy to announce that within one year, our company's revenue has increased to the point where we are in the top five companies in our field. This would not have been possible without the devotion and tireless effort of every employee, especially those who selflessly work behind the scenes, never seeking recognition for their accomplishments. Your excellence has not gone unnoticed, and you have my deepest gratitude.

I'm sure everyone's aware we are currently working on several high-profile critical projects which need our focus, and we must maintain our collective dedication and effort. I'm asking each and every team member to put forth their very best effort into helping accomplish all the tasks needed to be able to successfully complete these projects.

We in the management team know that everyone feels overworked and exhausted from all the hard work and late hours you've put in lately. I want to encourage everyone to keep on doing their best. With a little bit more effort, we are sure to accomplish this enormous task set before us. Remember hard work always pays off and will be rewarded as it has in the past.

Keep up the great work team! We can do this!

Sincerely,

[Senders Name]

[Senders Title] -Optional-

[Enclosures: number] - Optional -

cc: [Name of copy recipient] - Optional -