Dear < **Employee Name** >

I am writing to you to let you know that we are exceedingly satisfied with the sales progress report submitted by you.

We recognize your excellent performance and professionalism, and we would like to thank you for your hard work and commitment that has made the best sales record this year. You've got the approach to do things a little differently, that has helped in setting our brand name apart from the competition.

You went well above and beyond our expectations. We couldn’t have achieved this without you.

Regards  
<**Senior’s name**>