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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC 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.