Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

Thank you for acknowledging my hard work this year by presenting the (name of award) to me. I am grateful to you for considering me worthy of this title. I feel truly honored and appreciate this recognition.

After receiving this award, I feel more enthusiastic about my job. I am pleased that the organization appreciates my contributions. I will continue my hard work with enhanced zeal.

Once again, thank you for this appreciation and honor.

With thanks,

Name Here

Your Title