## Casual, Friendly Email

| Subject: Thank You for the Award  |
|---|
| Hi [Manager Name],  |
| l'm thrilled to accept the [Award Name]! It means a lot to me to be recognized for my work on   |
| [project/achievement].  |
| Thanks to the team and management for this honor. I look forward to continuing to contribute my |
| best.   |
| Best regards,   |

## Get more templates here:

[Your Name]

https://www.lettersandtemplates.com/letters/employee-award-acceptance-letter