

Heartfelt, Appreciative Letter

Subject: Grateful Acceptance of Employee Award

Dear [Manager/Supervisor Name],

I am deeply honored to receive the [Award Name]. This recognition is a great encouragement, and I am truly grateful to be part of a team that values dedication and hard work.

Thank you for your support and trust. I will continue to strive for excellence in all my responsibilities.

Warm regards,

[Your Name]

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