

Formal Acceptance Letter

Subject: Employee of the Month Award Acceptance

Dear [Manager/Supervisor Name],

I am honored to receive the Employee of the Month award for [Month/Year]. I sincerely appreciate the recognition and support from both the management and my colleagues.

This acknowledgment motivates me to continue contributing my best to the team and uphold the high standards of our organization. I am committed to maintaining my performance and supporting my peers in achieving our collective goals.

Thank you once again for this recognition.

Sincerely,

[Your Name]

[Position]

[Department]

[Contact Information]

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