



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for the Nomination

Dear _____ (Name of the Recipient)

I would like to express my gratitude for the _____ Award (Write the Title of the Award) at the _____ Ceremony. (Write the Name of the Function or Ceremony). This nomination is a big achievement for me. I am glad you considered me to be capable of this award. This award will contribute towards my professional growth and career.

The _____ award means a lot to me and getting nominated for it fills me with pride. Working at the _____ Company has been an enriching experience for me and this award will make it even more fulfilling. Whether I receive the award or not, I will be grateful to the Company for considering me for it through this nomination. I will continue to give my 100% to the company and will keep adding to its growth through my hard work and skills.

Thank you, once again, for considering me for the award.

Sincerely,

(Signature)

Sender's Full Name