

Dear Mr. / Ms. (Organizer's name)

I am extremely happy to receive the "Best Employee" award instituted by our company. It is nothing less than an absolute honor, and I must admit it took me aback. I am grateful for being recognized and I intend to live up to the level of success this award demands.

I am well on my way to implementing a new strategy to improve the efficiency of my team. This award will go a long way in slotting the new mechanism into place.

I would also like to duly recognize my team (name the members) on whom my success rides. I look forward to working with cross-functional teams to boost our overall efficiency.

Thank you again for this prestigious recognition.

Yours sincerely

(Your name)