

# Letter Announcing Manager of the Year Award

**[Your Name]**

[Address]

[Letter Date]

**[Recipients Name]**

[Address]

**[Subject: Subject of Letter] -Optional-**

Dear [Recipient's Name],

Our heartiest congratulations for Mr [NAME HERE] who has been selected for manager of the year award once again. He has worked as a sales manager in our company and has always stayed on the top of the best managers. Due to this outstanding performance, he has been selected as the best manager in the company. We are also very pleased to announce that Mr [NAME HERE] will receive a big cash bonus from company. We wish him best of luck for future.

**[Your Name]**

[Senders Title] -Optional-