To

[The Recipient Name]  
[Designation]  
[Company Name]

Dear Employees,

I am pleased to announce the name of Mr. Thomson for the manager of the year award. I found him the most deserving candidate for this award. I have always seen Due to his commitment, he managed to rise from the position of assistant to his current designation. He climbed this ladder in a professional way with such a hardworking attitude that can hardly be seen nowadays. I know that he is the kind of person who can go out of his way to achieve goals. In my opinion, his performance has been the best of any other manager in the field of sales. Therefore, he deserves this award.

This award is given to those managers who are devoted and able to demonstrate their exceptional skills towards their duties. Thomson’s abilities are not hidden from us. He worked hard and kept himself abreast of the most recent trends in the market. I have seen him working for the company with dedication and since then, I have developed a huge respect for him. I am also aware of his knowledge, great skills, and extended hours he worked for the company to help achieve its goals.

Several things have been considered in choosing the recipient of this award. These include the number of service years, leadership skills, and overall character of the employee. The thing which distinguishes him from the other candidates is his ability to handle stressful conditions. Apart from these abilities, he recognized himself as a master trainer and acted as a mentor for several newcomers.

This prestigious award will be represented to Thomson at City banquet hall, Midway Street, Michigan on 1st August. I request everybody to make sure of his presence at the venue. Let us take this moment as a source of inspiration for us and work for the common interest of the company.

I wish you all the best of luck in winning this prestigious award in the future.

Sincerely,

CEO