

Prize Acceptance Authorization

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally accept the [Name of Prize] awarded to me for Employee Excellence. I am honored to receive this recognition and would like to express my gratitude to [Company Name] and the selection committee for this privilege.

I hereby authorize [Company/Organization Name] to disclose my name and relevant details concerning my achievement in connection with the announcement of this award.

Thank you once again for this esteemed recognition. I look forward to continuing to contribute to the success of [Company Name].

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]