Date:

To

[The Recipient Name]  
[Address]

Dear Mr. Principal,

I [name] from [department name] want to thank you for the laptop the company has given me on passing [name] certification. It was my dream to work in this company with you as my mentor. When I was selected for this certification, I was honored but I was also under immense pressure as I realized that the company was making a huge investment in me, and I had vowed not to let you regret this decision.

It was not an easy path, and it took a lot of effort and hard work to reach this point. It was due to your guidance and help that I have been able to achieve this. I learned a lot during this certification course and hope to apply all that in my future projects.

Your appreciation and recognition of my hard work mean a lot to me and I want to express my gratitude both for my selection and for the prize given upon successful completion. I want to assure you that I will keep on working with the same enthusiasm and always try to be a source of pride for the company.

Thanking you once again for your patronage.

Yours Sincerely.

Name  
Designation  
Department name