



Address of the Sender/Email Address of the Sender

Date

Name of Receiver

Job Designation and department name

Address of the Receiver

Subject: Appreciation for your splendid performance

Dear _____ (Name of the Recipient)

On behalf of the company, I would like to extend my sincere thanks for the timely completion of the (Project Name). The hard work that you have put in is commendable. The final presentation made by you was an excellent example of innovation and careful planning. It was extremely informative and you did not leave any room for any client dissatisfaction.

The Board of Directors of the company is very pleased with your work and they have granted a raise in your pay. Congratulations! You truly deserve it. Also, you have been granted a well-deserved leave for a week for your continued dedication to make this project a success.

Hope you enjoy your leave with your family and get some time to relax.

I will look forward to seeing you soon. I'm sure you will have some fabulous ideas for our future projects too. Once again, my heartfelt thank you for being such a professional and sincere worker in our team. Wish you more success.

With regards,

XYZ (Your Name)

(Signature)

Job Designation...(Team Leader/ Project Manager)

