

Subject: Thank You Note

Dear (insert name),

I wish to thank you for being such a valuable member of our project team. I had always admired your work ethic and wished to be on the same team as you, and was glad I got the opportunity to do so.

Your inputs were irreplaceable and your presentation skills are beyond comparison. You are such an eloquent speaker and always had research ready for the team. Even with a few snags along the way, we were able to finish in time due to everybody's efforts and dedication.

I look forward to working together in the future again.

Best regards

(insert your name)