

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note for _____ Project

Dear _____ (Name of the Recipient)

I hope you and your family are doing well. I am writing this letter to thank you for your contribution towards the _____ Project (Write the Name of the Project). Taking up this project was a big deal for our company due to the prevailing pandemic. Managing a project as big as _____ remotely is a very big task. We appreciate you for handling all the operations related to the project well and delegating all the related tasks properly. It was an enormous task but went smoothly because of your hard work. Your work is commendable and we want to thank you for your contribution.

Thank you for your contribution towards making all our projects successful and being associated with us even during the pandemic. I wish you good luck and good health. Stay indoors and stay safe. Once again, thank you so much for working for our company.

Sincerely,

(Signature)

Sender's Full Name

