



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Membership

Dear _____ (Name of the Recipient)

I would like to thank you for the efforts and time that you have given to the _____ Project (Write the name of the project). Your membership is crucial to the project and it would not have been possible to complete it without your valuable contribution. Thank you for your membership in the _____ Project and for working so hard for it. You are doing a great job by contributing to the company with your exceptional skills and knowledge.

As we have completed the project and submitted it to the client and have received approval from them, it's time to celebrate. To appreciate the extra hours and effort you have put in this project, I would like to arrange a small party. It is a dinner party at the office premises on _____ (Date of the party). Hoping to see you there at _____ (Time of the party).

Thank you, once again for your valuable membership in our project.

Sincerely,

(Signature)

Sender's Full Name