

Letter to Appreciate an Employee for a Successful Project

[You're Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear (Recipient's Name),

This letter is to appreciate you and show my gratitude for your efforts to make the project of [enter project name] successful. I believe that success comes with team work. As the [enter title of employee] of the company, your efforts deserve to be applauded for this project. Your work has been admired by the clients very much. Despite that it was a tough project, you managed to finish in well in time and made it one of our super successful projects. I dedicate the success of this project to you. I am also glad to inform you that you have been awarded [increment in salary, three work leaves this month etc.]

Please continue to do good work. Thank you very much!

[You're Name]

[Senders Title] -Optional-