|  |
| --- |
| Insert logo here |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

I am pleased to inform you that the management has approved your proposal for carrying out the XYZ project. A meeting will be held shortly in order to discuss how to turn your idea into realization.

After assessing all the pros and cons, the company has concluded that the project will indeed be profitable for the organization. As pointed out by you in your proposal, it is going to strengthen the reputation of the company. As a result, we will emerge as more successful among our competitors in the market. We also expect a subsequent increase in our client base. Considering all of these benefits, it has been decided to go on with the assignment and begin our work by the next month.

The company has yet to outline a timeline for the project along with the allocation of a suitable budget. Additionally, a strong team is required with a capable leader. Since the idea has been put forth by you, the management might appoint you as the supervisor of the project if you agree to take the responsibility. These matters need to be discussed in a meeting which will be held in the coming week. You will be informed about the day and time of the meeting as your attendance is necessary.

Your idea has been much appreciated by the management. The success of this project will have a positive impact on your career. I wish you good luck with this important assignment.

Warm regards,

Your Name

Title

Email