**Date:**

**To**

**[The Recipient Name]  
[Address]**

**Re. Thanking for the Opportunity Provided to Work and Get First-Hand Experience with ABC Project with the Collaboration of XYZ Group of Companies**

Dear Sir, I am [NAME], the [DESIGNATION] in your company. As I have been working in this company since 20XX, I always had an immense desire to work in project development and management and get experience working on executive projects. Hence, it was not possible for me to get such bug projects single-handedly, therefore, my dream of getting an executive project could not translate into reality due to lack of experience and cadre but it happened on [DATE] for which I have been writing to pay my huge thanks for.

Sir, I joined the company in 20XX and had a lot of desires in my mind to work hard and get my desired position in the company. I always loved to work in the forte of project management and development rather than in General Administration and GSD in which I was recruited.

To work on project management, a lot of experience and a credible background in handling diverse projects is needed which I lacked at first. But later, I worked on my weaknesses and harness the wind in my favor through hard work and dedication. I got an online course in project management and hence got eligible to get the chance to get into project development.

On [DATE], finally, I was given the project of ABC contract which is a joint venture of [COMPANY-I] and [COMPANY-II]. I pay huge thanks to you sir as it was not possible without your kind consideration, constant support, and approval. I am greatly thankful to you for providing me with this opportunity.

Best Regards

[Name]  
[Company]  
[Date]