To

[The Recipient Name]

**Re. Letter of Appreciation for Great Teamwork on the Project [NAME THE PROJECT]**

Dear all,

I am very much delighted while writing this letter to you. [NAME THE COMPANY] has officially announced our company as their partner on [NAME THE PROJECT]. We have forwarded the contract copy to the Department of Inland and Revenue Services. The Federal board has also been informed about the decision of the board and other parties. They will send us a letter of confirmation which will be further approved by the Team of Board members.

Referring to the project and decision of the other company, I hereby want to tell you that the accomplishment of this project is credited to you. All the teammates contributed equally to their capacity and made this project possible. It is a success today due to the sheer hard work and dedication of the team.

All the team members played their roles by burning the midnight oil. Some of you stayed till late at night in the office, some worked from their homes, and some took the assignments to their houses and worked sheerly. I am telling you through this letter that the company owes you this success and keeps proud of you.

After taking pride, I close my letter by inviting you to a thanksgiving dinner at [NAME THE VENUE] at [TIME] on [DATE & DAY]. You can write to me with any queries via SMS or email.

Thank you.

Regards.

Yours sincerely.

[NAME]  
[COMPANY]