**APPRECIATION LETTER**

To,  
Mr. /Ms. \_\_\_\_\_\_\_  
New York

4th September 20XX

**Sub**: Appreciation for your remarkable contribution to the project

Dear Mr. / Ms. \_\_\_\_\_\_,

I would like to thank you for your outstanding contribution in the \_\_\_\_\_\_ project. You had been an amazing team leader, who was diligent and hard working. Your co-workers have been praising you for all the creative work. You truly were able to think out of the box.

Your dedication to work is resulting in an increased output for the company, which is increasing the client base. We expect to grow in the future if you deliver the same quality of work.

We are quite aware of the fact that you will grow and succeed in our company and within a year, we will be seeing you as a leader on major projects of the company.

Thanking you,

Mr. \_\_\_\_\_\_\_\_  
Head of Sales Department