



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Being a Part of the ____ Project

Dear ____ (Name of the Recipient)

Hi, hope you are doing well. I am writing this letter to thank you for the completion of the ____ Project. Being the Head of Operations, I was entrusted with the duty of managing this project. I want to let you know that I am highly satisfied with your services. I appreciate your involvement in this project and the efforts you have made to achieve the results are commendable. Your contribution has been imminent in the successful completion of this project.

It was only because of your sincere efforts that this project went by smoothly. Your concern and support is worth appreciation. Thank you for all the contributions that you have made for the success of the ____ Project. I hope we get to work together again soon.

Sincerely,

(Signature)

Sender's Full Name