

APPRECIATION LETTER FOR PROJECT COMPLETION

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Introduction

The situations may vary for writing an appreciation letter but the objective will be the same i.e., to encourage someone on his achievements and motivate him to keep up the spirit. It is considered to be a good gesture to appreciate someone for his good deeds.

By doing so you are increasing the self confidence of the reader and he will also feel special.

Appreciation Letter for Project Completion Tips

Following points should be considered for writing an appreciation letter for project completion:

- Firstly it is vital to appreciate the person with true sincerity and genuinity.
- Language and tone of the letter should be polite and warm.
- You must appreciate the person efforts on completion of task and do it whole heartedly
- Wordings of the letter should be such that the reader should feel motivated.
- Once you are through writing the letter, please recheck the same for spelling mistakes or punctuation errors.

Sample Appreciation Letter for Project Completion

To,

Mr. Ronald Peter

Manager

Infomedia Solutions

Atlanta

Date (Date on which letter is written)

From,

Albert Fernandez

Aegis Corporation

Atlanta

Sub: Letter of appreciation

Dear Mr. Peter,

I am writing this letter to acknowledge your achievement in completing our advertisement project on time and that too in an efficient way. I must appreciate your professionalism by which you have completed the project. The efforts put by you and your team in this ad commercial is commendable. I am so much impressed by your work that I am ready to offer you my other assignments also on a contract period for five years. Hope to see such performances from you in future also.

I would really appreciate if you could fix an appointment for signing the contract at the earliest as these projects also have a deadline to meet.

Once again congratulations on your effort and hope to have a long term association with you.

Yours sincerely'

Albert Fernandez

Appreciation Letter for Project Completion Template

To,

Date (Date on which letter is written)

From,

Dear Mr. _____ (Name of the person),

I am writing this letter to extend my appreciation towards for successful completion of _____ (Name of the project) on time and that too with great efficacy. The fact and figures presented by you in the completion of this project is truly commendable. I really appreciate your efforts and professionalism by which you have completed the project well on time.

I, once again would like to thank you and congratulate you for your hard work and dedication. I wish that you continue your spirit in the upcoming projects also.

Wishing you all the best and good luck ahead,

Yours sincerely'

(_____)

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