

Appreciation Letter Template

To,
Mr. /Ms. _____
New York

4th September 2018

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 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

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N Noddings



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Model Business Letters, Emails and Other Business Documents Shirley Taylor, 2012-09-04 In business communication counts If written clearly and structured well your letters emails reports and other documents will achieve better results This book is a practical and comprehensive guide that not only tells you how to do this but also gives you easy to use examples that you can lift straight off the page and adapt for your own use Contains over 300 sample documents covering a wide range of business situations as well as practical advice on content language style and structure

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English for Mechanical Engineering TIM LC UMM, 2017-02-11 English for Mechanical Engineering is written to fulfill students needs to learn English as a preparatory for job communication This book is designed to provide an opportunity to develop students English skills more communicatively and meaningfully It consists of twenty eight units Each unit presents reading writing and speaking section Reading section consists of pre reading reading comprehension and vocabulary exercises related to the topic of the text In writing section some structures and sentence patterns are completed with guided writing exercises Meanwhile in speaking section students are provided with models and examples followed by practical activities which are presented in various ways In addition students are also equipped with listening comprehension skill which is presented in a separate textbook The materials have been arranged and graded in accordance with their language levels Above of all to improve the quality of this textbook criticism and suggestions for better editions are highly appreciated

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