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

Sample Appreciation Letter To Training Manager

A Loxley

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