To,

[Name of Recipient]

[Designation of Recipient]

Date:

**Subject: Appreciation Letter to Team Working for a Project**

Dear Sir/Madam,

Being the [mention your Designation] of [mention company name], I am writing this letter to express my gratitude to you and your team working for the project, [mention project name].

I must say that you and your team has done a tremendous job in making this project successful. The executives of the company as well as the clients are extremely happy with your performance. We were not expecting this project to be completed on time but the tiring efforts and professionalism of you and your team has made it possible.

So once again, I would like to congratulate you and your team and I hope so that you will keep on playing an integral role in the overall growth and development of the company.

Best of luck for the future.

Sincerely Yours,

[Sender Name]

[Sender Designation]

[Sender Signature]