To

[NAME HERE]

Dear,

The CEO, XYZ Company deeply appreciates you and your team for successfully completing the ABC project within the given deadline. Congratulations on achieving the desired project goals for the company through your sound leadership and hard work.

It is appreciated how you and your team have worked for long hours the entire month in order to fulfill the requirements of the project. The efforts and dedication of all the team members are admired. Your contributions are going to play an important role in the company's overall success.

It is hoped that you will keep working with the same fervor for our future projects. Once again, congratulations for this success.

[Your Name]

[Designation]

[Company Name]

[Contact]