[Company Name]  
[Address, City, STAT, Zip]  
[Contact]  
[Website]

To

Dear Jonathan, (name of your employee who proposed the project)

Given your previous record of excel and hard work, the board of directors is proud to announce that we accept your project proposal. We give you our consent to begin working on it, applicable from Monday (mention date). The board has also decided to give you the grants and funds needed for the project. However, a few terms and conditions will apply. Kindly refer to the pages from the handbook we have enclosed herewith.

You can make a team of relevant experts from your co-workers to elicit more productive results. Please notify the board with the selected employees who match best with the nature of the project.

Please accept our best wishes for the project, and we hope to see the positive consequences of it. Should you have any queries regarding the project, please feel free to reach us at office@email.com.

Sincerely,

ABC  
Signature