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

Sam Nomad,

Project Head, (mention employee’s designation)

XYZ Solutions, (mention your company’s name)

Dear Sam,

The department is writing this letter to you with the utmost happiness to convey our satisfaction and contentment on your performance that you showed during the project (mention project name). We have been observing your strategies and methods in executing each milestone of the project and it made us proud of our choice for assigning this project to you.

Your mannerism with your teammates is also worthwhile and we are convinced that you are a great team player.

Admittedly, the nature of this project was critical and challenging and the restrictions with regards to budget and timeline could have been a great hindrance, but you proved your professional competency by overcoming all these limitations.

With the contributions and dedication of employees like you, the company is growing fast. We hope you will continue to work in the same high spirits and take this company to another height of success.

Sincerely,

Adam Joe,  
The Department of Marketing (your designation)  
XYZ (company’s name)