

# Project Manager Capabilities Acknowledgment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Acknowledgment of Project Manager Capabilities

Dear [Recipient's Name],

I am writing to formally acknowledge and commend the capabilities of [Project Manager's Name] as a project manager on the [Project Name]. Over the course of this project, [he/she/they] has demonstrated exceptional skills in planning, execution, and leadership.

Key strengths noted include:

- Effective communication with stakeholders
- Strong problem-solving abilities
- Expertise in risk management
- Ability to deliver projects on time and within budget

These skills have significantly contributed to the overall success of the project and have fostered a positive team environment.

Thank you for your attention to this acknowledgment. Please do not hesitate to reach out if you need further information.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]