

Letter of Acknowledgment

Date: _____

To: [Team Member's Name]

From: [Your Name]

Subject: Acknowledgment of Participation

Dear [Team Member's Name],

We would like to take this opportunity to express our heartfelt appreciation for your significant contributions during [Project/Activity Name]. Your dedication, teamwork, and effort have been invaluable to our success.

Your participation played a key role in achieving our goals and fostering a collaborative spirit within the team. We are grateful for your hard work and are proud to have you as part of our team.

Thank you for your commitment and enthusiasm. We look forward to continuing our work together in future projects.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]