

Project completion appreciation letter

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CERTIFICATE OF CONSTRUCTION COMPLETION

Project: _____

OWNER'S AFFIDAVIT

I CERTIFY that the work under the above named project including all appurtenances thereto, has been satisfactorily completed; that all charges or bills for labor or services performed or materials furnished, and other charges against the subcontractors, have been paid in full and in accordance with the terms of the contract; that no liens have attached against the property and improvements of owner; that no notice of intention to claim liens is outstanding that no suits are pending by reason on the project under the contract; that all Worker's Compensation claims have been settled and no public liability claims are pending.

Affidavit is made for the purpose of inducing the JEA to accept said construction for ownership.

_____ Owner's Signature	_____ Please Print Name
_____ Address	_____ Date
_____ City, State & Zip	

Sworn to and subscribed before me, a notary public,

This _____ day of _____, _____.

Notary Public Signature

To, Mr Tarun Banik Kolkata, WB Subject: Appreciation letter for project completion Dear Sir, It is really admiring that you have completed the project just within the desired time frame. I must congratulate you on your great accomplishment. Today, we have seen everywhere that the most important and urgent projects are not even completed at the right time. Whereas living with such a busy schedule, you have done a miracle. I also feel proud to be associated with you in the process. This will keep a long lasting impression and joy of achieving some planned program timely. I am delighted with it. This was a dream project for you since January this year and with your sincere efforts and positive attitude now you are here. This will inspire the youth around to learn from you how such an enormous job can be timely and so nicely completed. You have really done a great job. Congratulations. Yours Govind Patel Download Appreciation Letter for Project Completion In Word Format It's always a good idea to say thank you. Just as you would send a friend a thank-you note or email for lending a hand or doing you a favor, it's also a kind gesture to send a quick note to colleagues who help with something work-related. Whether it's a co-worker or someone you manage, a note of appreciation is always welcome. Your thank-you note does not need to be formal or lengthy—just make sure it includes your gratitude. If you want to do something extra special—and if it's appropriate in your company—you can copy the person's manager on the note or email. That way, the manager (who most likely has the power to give raises, bonuses, and promotions) is aware of your colleague's help as well. Depending on the circumstances, you might want to send a letter, card, or note by mail to thank your colleague for the help he or she gave you on a project. Sending a paper thank-you note can be a nice touch, and will show you spent some extra time preparing your correspondence. A card to put on a bulletin board or desk is a lasting reminder of appreciation, and also serves as a hard copy record for the person's files. If you are handwriting your note, remember to include the date on the top right side of the note. Email is also a perfectly fine way to express appreciation. However you decide to send your thanks, your letter will contain the same elements. You should begin with a salutation. Depending on your relationship, you might choose "Dear" or "Hi" since this is an informal note between colleagues. As in all business correspondence, don't use abbreviations or slang. The note can be informal, but all work-related correspondence needs to maintain a professional tone. The body of your letter should mention a few ways that the person's expertise was valuable to your project—you can mention how much you appreciate the time the person took out of his or her busy schedule to offer assistance. If there's something specific that the person did to make the project a success, be sure to mention it. In your closing, it's always nice if you can offer to reciprocate in some way. Otherwise, you can just share your gratitude and pleasure about having the opportunity to work with the person on this particular project. Then end your letter with a complimentary close, followed by your signature. Here are sample email messages or letters that thank an employee for help with a project. Use these examples as a guideline when creating your own letter or message, and include specific details about how the person helped out. Subject: Thank YouDear Eloise,Thank you very much for offering your assistance on the upcoming Human Resources project. I really appreciate your willingness to help out outside your current position.It is helpful to have someone who has had experience with similar issues on previous projects to offer guidance and direction. I know HR is happy to have you helping with this project.Let me know if you need anything from me. I can make someone available to help your team out while you spend a few days with the Human Resources staff.Regards,Peter Subject: Thanks for Your AssistanceHi Mike,I wanted to thank you for taking time from your busy schedule to help the Finance department get the year-end accounting completed.I know the work wasn't part of your normal responsibilities, but your assistance was invaluable in helping my department get everything done in a very timely manner.Your expertise and enthusiasm were both appreciated during a time that can be stressful for all concerned!We sincerely appreciate your efforts and thank your manager as well for sharing some of your schedule with the Finance department.Best regards,Bridget DolanCPacc: James Bridgton July 6, 2022Dear Sophie,Thank you so much for coming in all those extra hours last week to help me get the new shop set up. I can't believe how much more space we have for display, and the new kitchen is going to make it so much easier to meet the demand for wedding cakes this summer!You are always such a help, and I appreciate your support in every way. I am so happy to have you as my assistant, and I'm looking forward to working with you as we move into the next phase of our growing business.Fond regards,Melissa It's always a good idea to send a thank-you message to colleagues who help with something work-related.Your email or note can simply express your gratitude. It doesn't need to be formal or lengthy.If it's appropriate in your company, you can copy the person's manager on the note or email. Here are some samples of thank you letters that you may need to write for completing a project. We have the best samples composed for you by experienced writers. All you will have to do is to copy the content from our website and paste it where you need it. Letter Template: 1 Thank You Letter for Project Completion Name of the receiver Address of the receiver Subject: Thank you for the project completion Dear [Name of the Recipient] I, [mention your name], the [mention your post] of [mention the name of the corporation or organization] am glad to be writing this letter. I want to say thank you for completing the [mention the name of the project] on time. We knew that we were taking the right decision to hand over such a major project to you. Trusting you, we did the right thing. We not only appreciate the quality of work but we also appreciate that you submitted before [mention the due date], which is a must in our field. I want to inform you that your cooperation and support have made this project a huge success and we were able to achieve all the set targets. I would particularly like to mention that [mention the areas] were truly great, as they showed a new approach and something unique, in fact, what we have been looking for all this while. I have good news for you, our company has decided to give the projects of the next [mention the time period] to you and we hope that you put in even better efforts and won't disappoint us ever. The next [mention the time period] are truly crucial for us and we are looking forward to bringing a few changes and for this, the success of each and every project is a mandate. We will be sending you all the details soon. The HR [mention the name] will be talking to you over the phone in detail. In case you have any queries or have got something to say, you can feel free to reach us anytime at [mention the contact no.] or [mention the email ID]. Sincerely, (Signature) Sender's Full Name Letter Template: 2 Thank You Letter for Project Completion Name of the receiver Address of the receiver Subject: An email to thank you for the project completion Dear [Name of the Recipient] On behalf of [mention the name of the organization or corporation], I, the [mention the post] am framing this letter to say thank you for your great contribution to [mention the name of the project]. You finished it way before the deadline. We truly appreciate the way you prepared this project and how you took care of each and every requirement. The extra inputs were very helpful and we are truly impressed to see that you engaged in it to that extent. The ideas helped us to obtain all our goals. This project was extremely important for us and we are thankful to you for your involvement. You have been very supportive and getting you on this project was a decision rightly taken. The massive success of this project has paved the way to many other opportunities, not just for us but for you as well as we have taken the decision that we will be working with you for a long time. We liked your technique of working and believe that our association with you is only going to lead both of us to huge success in the business world. Once again, I would like to express my sincere thanks to you to work with us, and all your talents, efforts, and skills are truly appreciated. Let me know what you think about the above-mentioned proposal, and whether you are ready to be a part of this journey. You can reach out to me at [mention the email ID] or you can give me a call directly at [mention the contact no.]. Sincerely, (Signature) Sender's Full Name Letter Template: 3 Thank You Letter for Project Completion Name of the receiver Address of the receiver Subject: Letter to express thank you for project completion Dear [Name of the Recipient] With great pleasure, I am writing this letter to say thank you to you for completing [mention the name of the project]. Your cooperation, efforts, working method, and involvement ensured a huge success for us. We hope that our company has managed to take care of all your conditions which you have put forward before the project and now after the completion, we can assure you that you are going to reap the benefits as well. We have gone through it and the ideas at some places are very innovative, something that hasn't been heard before. The quality of your work sets you apart from the crowd and we can now clearly see the reason behind your growing fame. The way you have managed it and submitted it flawlessly before time, in fact [mention the time period] before the deadline, shows your sincerity and dedication towards work. [Mention the name] was all praises for you. Needless to say, working with you for the first time was a terrific experience for us and we would like to convey this news to you that we have been thinking about handing over the next [mention the no. of projects] to you and hope that you will be showing the same efforts and dedication like you did this time. Once again, thank you for agreeing to work with us and delivering the project with all the specifications and in fact with extra inputs on time. We are seriously looking forward to working with you again. Let me know what you think about it. Sincerely, (Signature) Sender's Full Name Letter Template: 4 After Project Completion Thank You Mail Name of the receiver Address of the receiver Subject: Letter to express thank you for project completion Dear [Name of the Recipient] We are writing this letter with true joy and pleasure to thank you for successfully completing [mention the name of the project]. We are also glad that you finished it within [mention the time period]. This project holds a different meaning to us as it is one of the most ambitious projects of our boss, [mention the name of the owner]. On the success of this project, we will be laying the foundation to [mention it in detail] and it was a decision rightly taken, to entrust it with you. Having a look at it, we are sure that it will be achieving all our targets and many more accomplishments will be followed. We are also thankful to you for having decided to work with us, in the first place. It was a satisfying collaboration indeed. [Mention the name of the owner] has decided to give you the responsibility of future projects as well, where we would be needing such helping hands who will have the ability to work under tremendous pressure, coming up with ideas that will take us to that position where the fame and reputation of the corporation will rest, and seeing how you work, the amount of sincerity, intelligence and hard work you have put in this project, we know that we will again be doing the right thing if we work with you. Please let us know what you think about our proposal and HR, [mention the name] will have a formal discussion with you about it, before proceeding to the next process. We hope to hear from you soon and we hope it's a positive reply. Sincerely, (Signature) Sender's Full Name Similar Posts:Manager Farewell Email Letter: 75 Templates Engineer Farewell Letter: 28 templates Software Developer Farewell Letter: 30 Templates Analyst Farewell Letter: 20 Templates Specialist Farewell Letter: 25 templates Director Farewell Letter: 20 templates Teacher Farewell Letter: 16 Templates Grant Acceptance Letter: 4 Templates and Emails Officer Farewell Letter: 15 Templates Planner Farewell Letter: 10 Templates Marketing | Branding | Blogging. These Three Words Describe Me in The Best Way. I Am a Self-Taught Marketer with 10 Years of Experience. Helping Startups/ It Companies/ and Small Businesses to Enhance Their Business Through Branding and Marketing Ideas. On A Mission to Help Small Businesses to Be a Brand.

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