Dear [employee name],

Thank you very much for your hard work on closing the [client name] account. I’m aware of how much effort it took to coordinate with [department name] department and finalize the necessary documentation.

Closing this deal shows your coworkers the importance of persistence and teamwork. You should be proud of your achievement, and we look forward to your successes in the future.

Congratulations on behalf of all of us at [company name]!

Thank you again,

[your name]