Dear Michael,

With lots of positive feedback from your team members, we would like to thank you for your outstanding job

leading the web redesign project.

The project met its goals and serves as an example for the company about how a project team can set goals and obtains support from the organisation. You recognised each member of your team in a thoughtful, deserving way, and I am certain that your team members feel rewarded and recognised under your leadership.

Once again, I am so happy with the contribution that you have made to 6Q through your leadership of the web

redesign team. I hope to make use of your leadership skills in the future.

Regards,

The 6Q Management Team