[Mention the name of the Sender]

[Mention the name of the Company of the Sender]

[Address]

[Zip Code]

[Area]

Phone Number:

Date:

Subject: Summing up your conduct as a Construction Project Manager

Dear [Mention the name of the Addressee],

Your employment in [Mention the name of the company or organization] for a period of [mention years or month] has helped to achieve success in various construction projects.

With your consistent efforts and excellent managerial skills, you have become a pillar of support for the company's head, managers, architects, and engineers.

Apart from being a construction project manager, you have proven talent in the area of consultancy. Management Board has full faith in your planning and implementing tasks in the area of construction.

We are confident that in the coming months, you will definitely update your skills in your respective field and help to grow the business of our organization.

We have been receiving appreciation for your quality of services from the clients who had assigned the construction projects to you. They are repeatedly praising you.

We are very happy with the fact that you have been able to generate a good number of satisfied clients by fulfilling their requirements or needs.

You have been able to deliver the finished product within the deadline. In this way, you have always to manage to save the production cost. The management board of

[mention of the company organization] also appreciates your excellent leadership skills.

They have observed that there has not been any problem of unpunctuality and disputes or conflicts among the laborers during duty hours. You have a wonderful ability to resolve the problems of each labor working under you.

You always cheer them up during the working hours when they do feel demotivated. You always stand by them at the time of any emergency.

You have always cooperated with the seniors in terms of preparing and delivering the project reports on day to day basis.

As per your own attendance records, you never skipped your duty hours. You were always on time. Even you never hesitated to work for extra hours in the construction areas or in the office premises.

So, performance as a Construction Project Manager in [Mention the name of the company or organization] deserves reward.

We wish you all the best for your further career growth in [Mention the name of the company or organization]. We hope that you will keep learning new tactics to grow in the field of managing construction projects.

Thanking You,

Yours Faithfully,

[Mention the name of the sender].

Designation,

Company's Name,

Office Contact No.: