Dear Marie,

The presentation went very well today, and was appreciated by the department managers. Moreover, I was especially pleased to see that the team accomplished its goals. I want to personally thank you, for informally assisting your project team for staying on track and on target, to meet their goals. Without your willingness to take initiative in spite of some resistance from team members, and your persistence in keeping the team on track, the project would certainly not have been a success. To be more specific, you’re scheduling of meetings with a specific purpose, your use of an agenda with time allotments, your task distribution, and your excellent meeting facilitation, contributed greatly to the team's progress. Taking the team on a field trip, to see what several non-competing companies had done on a similar project, seems to have been a key success factor, and a great idea.

Again, thank you. The project was well worth your time and investment and, on behalf of the management team, I want you to know that we really appreciate your efforts.

Regards,
Ivan