

Date

Dear [Recipient Name],

I hope you are doing well.

I want to inform you that the head has approved your project [Name of the project] of the department and the company's director. We hope your project brings growth and development to the country.

In your projects, you have mentioned that it will take two years to complete the project. We wish you all the best to accomplish the task. You will need to regularly submit reports regarding the project's progress and how it is being completed.

We wish you all the best and may this bring a good name to the company.

Yours Sincerely,

[Name]