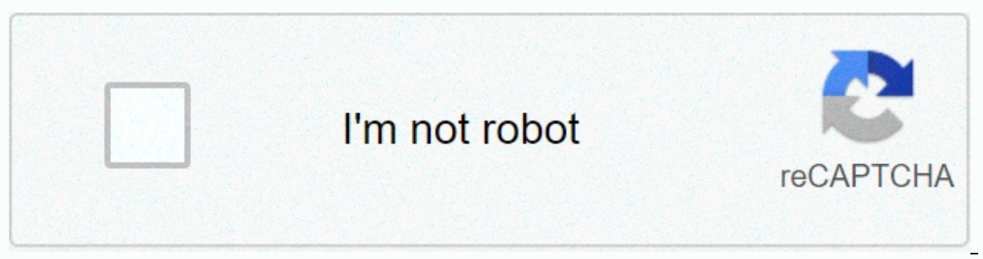
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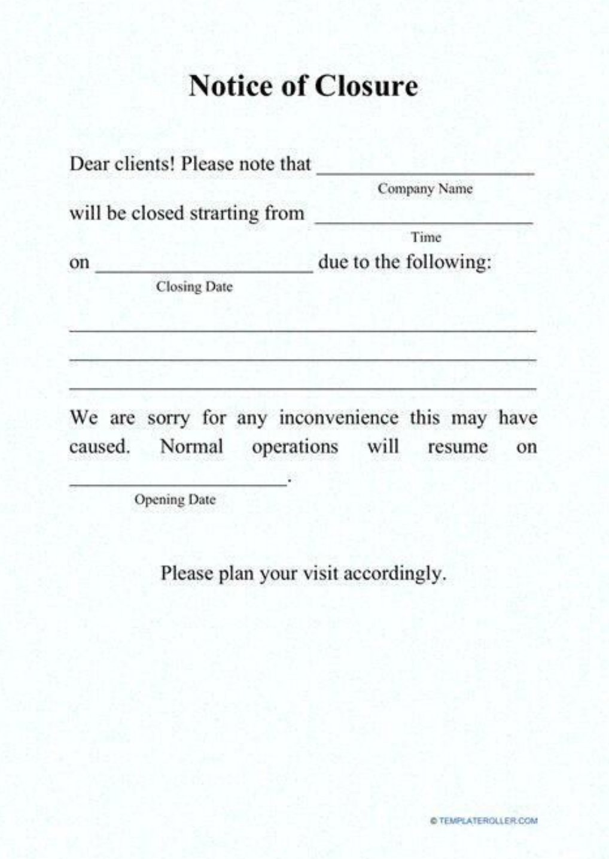
I am not robot!

Project closure letter to employees sample.



Notice of Closure

Dear clients! Please note that ____________________
Company Name
will be closed strarting from ____________________
Time
on ____________________ due to the following:
Closing Date
____
____
____

We are sorry for any inconvenience this may have caused. Normal operations will resume on ____________________.
Opening Date

Please plan your visit accordingly.

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A successful project closure email serves as a vital milestone, fostering a sense of achievement among team members while acknowledging their hard work and dedication. It also encourages reflection on successes and lessons learned, boosting morale and paving the way for future projects with optimism and clarity. The ideal project closure email should: * Acknowledge the team's effort, validating their hard work and contributions * Provide a comprehensive overview of the project's successes, milestones reached, and objectives met * Encourage a reflective look at challenges encountered and lessons learned throughout the project * Offer a platform for giving and receiving feedback, as well as expressing appreciation for the team's perseverance and commitment * Serve as a formal record of the project's completion, including outcomes and insights gained By utilizing a project closure email template, you can: * Officially mark the end of the project, ensuring everyone is on the same page * Facilitate a smooth transition to future projects with renewed focus and energy * Strengthen team cohesion and culture by reinforcing recognition, learning, and continuous improvement * Encourage professional growth and development by highlighting accomplishments and areas for improvement In this template, we'll explore how to formally acknowledge the completion of a project, highlight key achievements, and outline next steps. It's designed for projects that have met their goals within expected parameters, celebrating success while maintaining a professional tone. Let's begin with gratitude expression - let's start by saying thank you to the team... Achievement Highlights: We're celebrating the project's key achievements and milestones! Future Directions: Let's look ahead at the upcoming projects and next steps. Here's a template for straightforward projects that have achieved their goals, with a formal yet appreciative tone: Dear [Team/Individual Name], As we wrap up [Project Name], I want to express my heartfelt gratitude for your hard work and dedication. Our collective effort has led to numerous achievements, including [Briefly list key achievements]. Looking ahead, let's outline any follow-up actions, future projects, or next steps. Your continued commitment and expertise will be crucial as we move forward. Thank you once again for your invaluable contribution to making [Project Name] a success. Here's to our next venture together! Warm regards, [Your Name] [Your Position] [Your Contact Information] Thank the team for their hard work.

This summary outlines immediate follow-up actions and next steps. Maintain a professional tone to ensure formal communication. Template options: * Formal closure: Professional language, brevity, and direct approach ideal for corporate settings. * Creative showcase: Highlight unique achievements, offer personalized shoutouts, and engage the team with upcoming projects. Suitable for creative or less formal environments. Example templates: Formal: Official Closure of [Project Name] Dear [Team/Individual], I am pleased to announce the successful completion of [Project Name].

This email marks the formal closure of the project. I’d like to thank everyone for their contributions.

CLOSING BUSINESS LETTER TO SUPPLIERS

[NAME OF COMPANY]
[STREET], [CITY]
[STATE], [ZIP CODE]

[DATE]

[NAME OF REPRESENTATIVE OF SUPPLIER 1]
[NAME OF SUPPLIER COMPANY 1]
[STREET], [CITY]
[STATE], [ZIP CODE]

[NAME OF REPRESENTATIVE OF SUPPLIER 2]
[NAME OF SUPPLIER COMPANY 2]
[STREET], [CITY]
[STATE], [ZIP CODE]

Dear Suppliers,

It is of the sincerest regret that we inform you that as of the ____ day of [MONTH], [YEAR], [NAME OF COMPANY] will be closing and permanently halting its services. Its last day of business is on the ____ day of [MONTH], [YEAR]. The decision to close the business was not an easy one considering the fact that we enjoyed conducting business transactions with all of our suppliers over the years, hence, we have to make it a priority to inform you of our decision right away.

Due to management's decision of closing down the business, the orders made last week shall be the final one. However, we shall continue to keep in touch with all of you to solve any pending issues, audits, and other outstanding invoices.

The company is very grateful for all the materials and services that you have provided over the years. It has been truly an honor working with all of you. We encourage all of our suppliers to connect with us using these numbers: [INSERT CONTACT NUMBERS] or by directly approaching Mr./Ms. [NAME OF REPRESENTATIVE] in the branch office for any insightful queries that will aid you in this difficult transition.

We hope to work together with you in other future endeavors the company might undertake.

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Project closure report example.

As a project concludes, it's essential to acknowledge the collective efforts of the team and reflect on achievements, challenges overcome, and lessons learned. A well-crafted project closure email is crucial in providing closure, celebrating the journey, and setting the stage for future endeavors. This article offers five distinct templates catering to various project closure scenarios, ensuring your final communication has a lasting impact. A successful project closure email serves as a vital milestone, fostering a sense of achievement among team members while acknowledging their hard work and dedication. It also encourages reflection on successes and lessons learned, boosting morale and paving the way for future projects with optimism and clarity. 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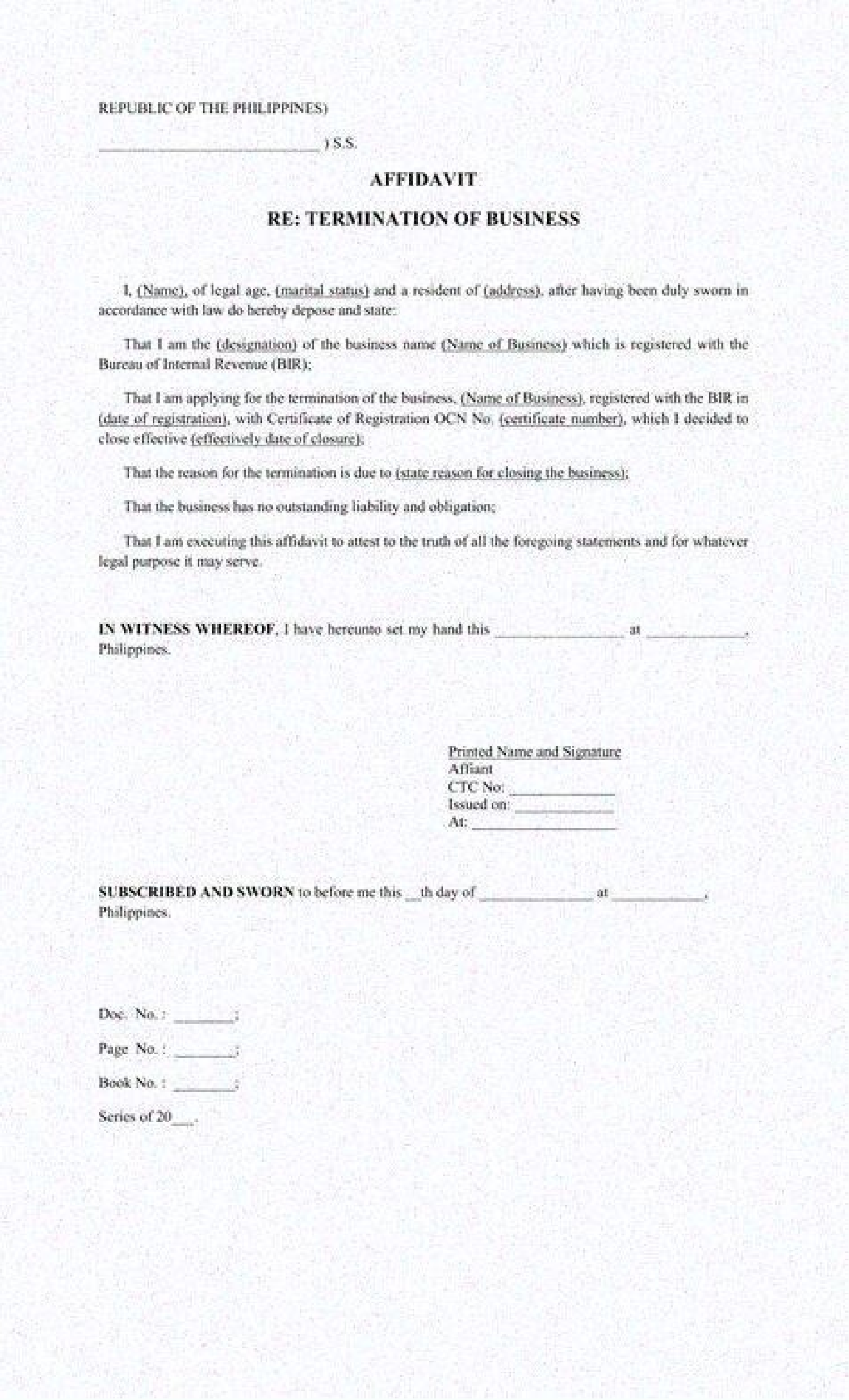
Q: Why is sending a project closure email important? A: It officially marks the end of a project, documents success and challenges, recognizes team efforts, and ensures a clear transition to upcoming initiatives. Q: What should a project closure email include? A: A thank you note, highlights of achievements, lessons learned, individual or team contributions, and next steps or future projects if applicable. Incorporating visual elements like images or infographics can effectively summarize achievements. To craft a compelling project closure email, customize it to reflect the unique aspects of each project and acknowledge the team's contributions. Send the email shortly after project completion, when the project and its outcomes are still fresh in everyone's minds. Consider including a request for feedback or a survey to gather insights and improve future projects. Highlighting challenges overcome can serve as a learning experience and celebrate the team's resilience. Mentioning clients' roles in the project's success is crucial, as it acknowledges their involvement, summarizes outcomes, and maintains communication channels for potential future collaborations. By presenting a competent, effective, and accurate summary of the entire project, you'll leave a lasting impression that represents your project, firm, and yourself long after completion. The key elements to include in your project closure email are: * Email Subject: "Project Closure | [insert project name]" * Executive Summary: A brief statement summarizing the project's objective * Schedule: Target date vs.



REPUBLIC OF THE PHILIPPINES)

______________________) S.S.

AFFIDAVIT

RE: TERMINATION OF BUSINESS

I, (Name), of legal age, (marital status) and a resident of (address), after having been duly sworn in accordance with law do hereby depose and state:

That I am the (designation) of the business name (Name of Business) which is registered with the Bureau of Internal Revenue (BIR);

That I am applying for the termination of the business, (Name of Business), registered with the BIR in (date of registration), with Certificate of Registration OCN No. (certificate number), which I decided to close effective (effectively date of closure);

That the reason for the termination is due to (state reason for closing the business);

That the business has no outstanding liability and obligation;

That I am executing this affidavit to attest to the truth of all the foregoing statements and for whatever legal purpose it may serve.

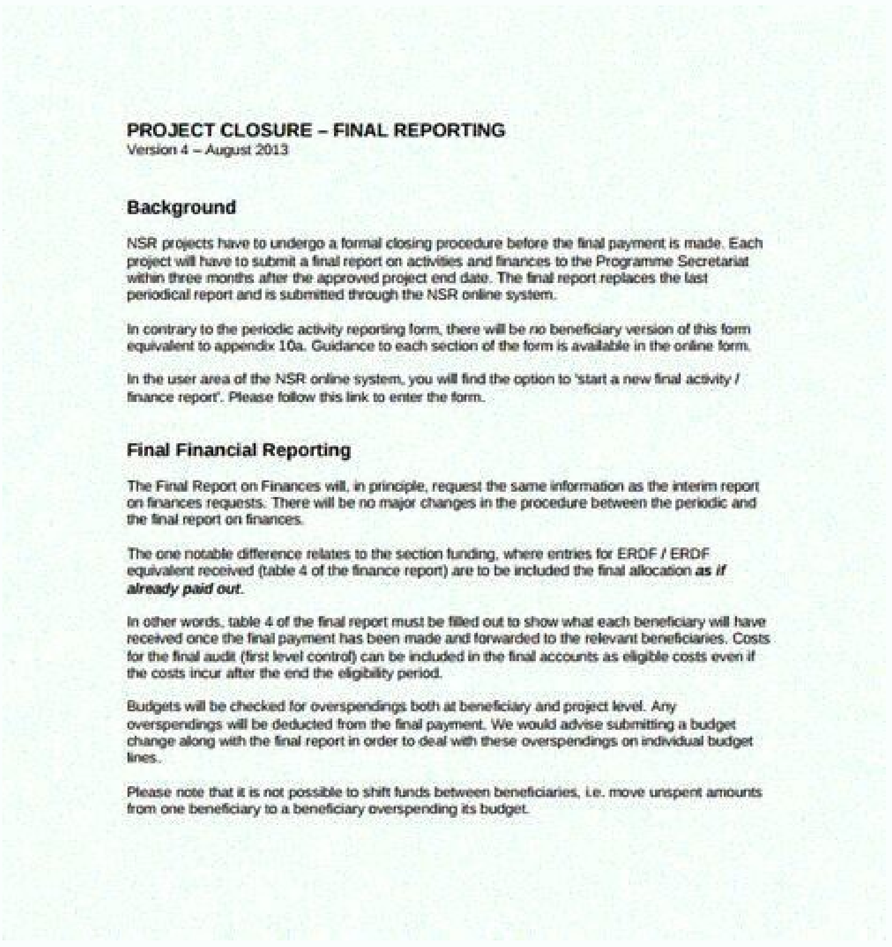
IN WITNESS WHEREOF, I have hereunto set my hand this ______________ at ___________, Philippines.

Printed Name and Signature
Affiant
CTC No: ___________
Issued on: ___________
At: _______________

SUBSCRIBED AND SWORN to before me this __th day of _____________ at ___________, Philippines.

Doc. No. : _______;
Page No. : _______;
Book No. : _______;
Series of 20___.

Project closure letter.



PROJECT CLOSURE – FINAL REPORTING
Version 4 – August 2013

Background

NSR projects have to undergo a formal closing procedure before the final payment is made. Each project will have to submit a final report on activities and finances to the Programme Secretariat within three months after the approved project end date. The final report replaces the last periodical report and is submitted through the NSR online system.

In contrary to the periodic activity reporting form, there will be *no* beneficiary version of this form equivalent to appendix 10a. Guidance to each section of the form is available in the online form.

In the user area of the NSR online system, you will find the option to 'start a new final activity / finance report'. Please follow this link to enter the form.

Final Financial Reporting

The Final Report on Finances will, in principle, request the same information as the interim report on finances requests. There will be no major changes in the procedure between the periodic and the final report on finances.

The one notable difference relates to the section funding, where entries for ERDF / ERDF equivalent received (table 4 of the finance report) are to be included the final allocation ***as if already paid out***.

In other words, table 4 of the final report must be filled out to show what each beneficiary will have received once the final payment has been made and forwarded to the relevant beneficiaries. Costs for the final audit (first level control) can be included in the final accounts as eligible costs even if the costs incur after the end the eligibility period.

Budgets will be checked for overspendings both at beneficiary and project level. Any overspendings will be deducted from the final payment. We would advise submitting a budget change along with the final report in order to deal with these overspendings on individual budget lines.

Please note that it is not possible to shift funds between beneficiaries, i.e. move unspent amounts from one beneficiary to a beneficiary overspending its budget.

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