

Thank a client by naming what you appreciate and keeping your message focused on the work you share. A short note or a modest gift can feel thoughtful without becoming personal.

Start with a specific thank you

Say what you are thanking the client for. It might be their trust on a project, their prompt feedback or the chance to work with their team. A specific detail makes the message sound genuine without asking you to describe a personal bond.

Keep the wording simple: “Thank you for your trust throughout the project. We appreciate the opportunity to work with your team.” That is enough for a note, an email or a card sent with flowers.

If the client has worked with you for years, you can acknowledge that history. “Thank you for working with us over the past three years” is clear and professional. Avoid claims about a friendship unless that language is already normal between you.

Choose a suitable gift

Flowers can be a considerate gesture after a project or at the end of a working year. Choose a modest arrangement in a simple container. A restrained mix of seasonal flowers and greenery is easy to place in an office or reception area.

Think about where the flowers will go. For a shared workplace, an arrangement addressed to the team may be more suitable than one addressed to a single person. Check that someone will be available to receive it, especially around holidays.

Some organisations have rules about accepting gifts. If you are unsure, ask your contact or check the organisation's published policy. A sincere note is a good alternative if a gift would be awkward or is not permitted.

Keep the card businesslike

A card does not need to be long. Use a greeting, one or two sentences of thanks and your name. If the gift is from several people, sign it from the team so the client knows who sent it.

These lines offer a useful starting point:

- "Thank you for the opportunity to work with you. We appreciate your trust."
- "Thank you to your team for a productive partnership on this project."
- "We appreciate your support and look forward to working together again."

Choose words that fit the work you actually did. Skip intimate compliments and details about the client's private life. Also avoid making promises about future work if nothing has been agreed.

Match the gesture to the relationship

A brief email may be right after a routine assignment. A handwritten card or flowers may suit the completion of a substantial project. In either case, the gesture should feel proportionate to the occasion.

Send your thanks soon after the work ends or another relevant milestone. If the project involved several client contacts, consider who should receive the message and whether the whole team should be included. Read the note once before sending it to check names, roles and project details.

Professional thanks can still be warm. Be specific, keep it brief and let the appreciation speak for itself.

For more detail, see symbolism of funeral flowers