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Acknowledgement for Project

10 Free Ready-to-Use Samples & Formats

MBA Finance	MBA HR	MBA Marketing	BBA Final Year	Internship / SIP
Group Project	School / UG	Formal / Thesis	One Paragraph	Standard Format

Sample	Type	Best For
1	Standard MBA	All MBA Specialisations
2	Short One-Paragraph	BBA / B.Com / School
3	MBA HR Project	Human Resource Management
4	MBA Finance Project	Finance / Banking / Stock Market
5	MBA Marketing Project	Marketing / Consumer Behaviour
6	BBA Final Year	BBA 6th Semester
7	Internship / SIP	Summer Internship Reports
8	Formal / Thesis	Dissertation / M.Com Research
9	Group Project	Team / Collaborative Projects
10	Simple UG / School	First-Year / School Assignments

How to use: Find the sample that matches your project type. Copy the text, replace all [] fields with your actual details, and paste it as the acknowledgement page of your project report.

Sample 1

Standard MBA Project Acknowledgement

Best for: MBA Final Year Project | Finance / HR / Marketing

ACKNOWLEDGEMENT

I would like to express my sincere gratitude to **Prof. [Name], [University Name]**, for providing invaluable guidance throughout the preparation of this project. Their expertise and constant encouragement were instrumental in the successful completion of this report.

I extend my heartfelt thanks to **[Company Name]** and especially **[Manager Name]**, **[Designation]**, for granting me the opportunity to conduct research and for providing all necessary resources and data.

I am deeply grateful to my parents and family members for their unwavering moral and financial support throughout my MBA programme.

Finally, I thank all my colleagues and friends whose suggestions and encouragement helped me refine this project report.

[Your Full Name]

Roll No: _____

[Course & Specialisation]

[University Name]

Date: _____

When to use this:

Use this format for MBA final year projects across Finance, HR, and Marketing specialisations.

Fill in the bracketed fields with actual names before submitting.

Sample 2

Short One-Paragraph Acknowledgement

Best for: College Projects | BBA | B.Com | School Assignments

ACKNOWLEDGEMENT

I would like to express my gratitude to **Prof. [Name]**, my project guide, and **[University/College Name]** for providing the resources and guidance necessary to complete this project. I also thank my parents and friends for their continuous support. This project would not have been possible without the collective encouragement of all those mentioned above.

[Your Full Name]

Roll No: _____

[Course Name]

Date: _____

Pro tip:

Short acknowledgements (1 paragraph) are ideal for semester projects, B.Com assignments, and BBA internal submissions.
Keep it to 5–7 sentences maximum.

Sample 3

MBA HR Project Acknowledgement

Best for: Human Resource Management | MBA HR Specialisation

ACKNOWLEDGEMENT

I take this opportunity to express my profound gratitude to **Prof. [Guide Name]**, Department of Human Resources, **[University Name]**, for the exceptional guidance and constant supervision throughout this HR project.

My sincere thanks go to **[HR Manager Name]**, HR Manager, **[Company Name]**, for permitting me to carry out this study and for providing access to employee data and organisational records required for the research.

I am also thankful to all the employees of [Company Name] who willingly participated in the survey and shared their valuable insights. Their cooperation was crucial to the findings of this project.

I owe a debt of gratitude to my family for their patient support and encouragement throughout the duration of this project.

[Your Full Name]

Roll No: _____

MBA – HR Specialisation

[University Name]

Date: _____

HR-specific tip:

Always mention the HR Manager or HR Department head who gave you access to the company.

If you conducted surveys, thank the respondents as a group (not individually).

Sample 4

MBA Finance Project Acknowledgement

Best for: Financial Management | Banking | Stock Market | Ratio Analysis Projects

ACKNOWLEDGEMENT

I am immensely grateful to **Prof. [Name]**, [Designation], **[University Name]**, for the scholarly guidance, timely feedback, and encouragement extended during every phase of this finance project.

I sincerely thank **[Finance Manager / CFO Name]**, **[Company Name]**, for generously sharing financial statements, annual reports, and other data essential for this analysis.

I acknowledge the support of the **SEBI / NSE / BSE database** and online financial repositories from which secondary data was collected for this research.

Last but not least, I am thankful to my parents for their financial support throughout my MBA programme and to my friends for their moral encouragement during the completion of this report.

[Your Full Name]

Roll No: _____

MBA – Finance Specialisation

[University Name]

Date: _____

Finance-specific tip:

Mention secondary data sources like SEBI, NSE, company annual reports — it adds credibility.

If you used Bloomberg or Prowess database, mention those too.

Sample 5

MBA Marketing Project Acknowledgement

Best for: Marketing Management | Consumer Behaviour | Brand Studies

ACKNOWLEDGEMENT

I would like to place on record my deep sense of gratitude to **Prof. [Name], [University Name]**, for the inspiring guidance and consistent motivation provided throughout the preparation of this marketing project report.

I extend my sincere thanks to **[Marketing Manager Name], [Company Name]**, for allowing me to study the brand's marketing strategies and for facilitating interactions with the sales and marketing team.

I am grateful to all the **100 respondents** who participated in the primary survey and shared their valuable opinions and consumer preferences, which formed the backbone of this research.

I owe special thanks to my family and classmates who provided constructive feedback during the drafting and revision of this project.

[Your Full Name]

Roll No: _____

MBA – Marketing Specialisation

[University Name]

Date: _____

Marketing project tip: Mention the number of survey respondents — e.g., '100 respondents' — to add research credibility.
If you did field visits or mystery shopping, mention those contributions.

Sample 6

BBA Final Year Project Acknowledgement

Best for: BBA 6th Semester | BBA Final Year | All Specialisations

ACKNOWLEDGEMENT

It is a great pleasure for me to acknowledge the help and support I received from all people who contributed to the completion of my BBA final year project.

I am thankful to **Prof. [Name]**, my project supervisor at **[College Name]**, for consistent academic guidance and for reviewing my work at various stages of the project.

I express my gratitude to **[Organisation / Company Name]** for granting me permission to undertake this study and for providing all relevant information and records for the research.

I extend my warm thanks to my parents, family, and fellow students for their continuous encouragement and support during the entire duration of this project.

[Your Full Name]

Roll No: _____

BBA – [Specialisation]

[College Name]

Date: _____

BBA-specific tip:

BBA project acknowledgements should be kept to 3–4 paragraphs — concise and professional.

Always submit a printed copy with your original signature at the bottom right.

Sample 7

Internship Report Acknowledgement

Best for: Summer Internship | 45-Day Training | SIP (Summer Internship Project)

ACKNOWLEDGEMENT

I take immense pleasure in thanking **[Company Name]** for having given me the opportunity to undertake my summer internship and gain real-world industry exposure during the course of my MBA programme.

I am extremely grateful to **[Mentor / Reporting Manager Name]**, [Designation], for guiding me throughout the internship period and for sharing practical insights that greatly enhanced my understanding of corporate operations.

I sincerely thank **Prof. [Faculty Guide Name]**, [University Name], for their academic support and for evaluating my internship progress at regular intervals.

This internship would not have been a meaningful learning experience without the cooperation of the entire team at [Company Name], and I am deeply thankful to each of them.

[Your Full Name]

Roll No: _____

[Course & Year]

[University Name]

Date: _____

SIP report tip:

Always mention both your company mentor AND your faculty guide separately — universities require both.

Keep the company mentor's designation accurate as it may be verified.

Sample 8

Formal / Professional Acknowledgement

Best for: Research Reports | Dissertations | M.Com / MBA Thesis

ACKNOWLEDGEMENT

The completion of this research project has been made possible through the guidance, support, and encouragement of several individuals to whom I owe my sincere gratitude.

I wish to place on record my deep appreciation for **Prof. [Name]**, [Designation], **[University Name]**, whose scholarly direction and methodological insights were fundamental to the design and execution of this research.

I am grateful to the management of **[Organisation Name]** for granting access to their operations and records, and to all respondents for their valuable time and candid responses.

I acknowledge the use of secondary research from **[Journals / Databases / Government Sources]**, which provided a strong theoretical foundation for this study.

My deepest gratitude goes to my family for their steadfast support throughout the academic journey that culminated in this report.

[Your Full Name]

Enrolment No: _____

[Programme Name]

[University Name]

Academic Year: _____

Date: _____

Dissertation / thesis tip:

For M.Phil and Ph.D-level work, also acknowledge funding bodies, libraries, and reviewers.

Formal acknowledgements may run 2–3 paragraphs — avoid making them too long.

Sample 9

Group Project Acknowledgement

Best for: Team Projects | Group Assignments | Collaborative Research

ACKNOWLEDGEMENT

We, the undersigned group members, would like to collectively express our gratitude to all those who contributed to the successful completion of this group project.

We sincerely thank **Prof. [Name], [College / University Name]**, for guiding our group through every stage of the project and for providing valuable feedback that helped us improve the quality of this report.

We are grateful to **[Company / Organisation Name]** for allowing us to conduct our research and for facilitating the collection of primary data.

We would also like to thank our respective families and the college library staff for providing resources and a conducive environment for research and report preparation.

Group Members:

1. [Name] – Roll No: ____

2. [Name] – Roll No: ____

3. [Name] – Roll No: ____

[Course Name] | [College Name]

Date: _____

Group project tip:

List all group members by name and roll number in the signature section.
Use 'We' instead of 'I' throughout the entire acknowledgement.

Sample 10

Simple / Short School or UG Acknowledgement

Best for: School Projects | Undergraduate | First-Year College Students

ACKNOWLEDGEMENT

I would like to thank **[Teacher / Professor Name]**, **[School / College Name]**, for guiding me throughout this project and for inspiring me to work with sincerity and dedication.

I am also grateful to my parents for their constant encouragement and for providing all the resources needed to complete this project.

I thank my classmates for their suggestions and the school/college library for the reference materials that were helpful during research.

[Your Full Name]

Class / Roll No: _____

[School / College Name]

Date: _____

For first-timers:

This is the simplest format — ideal if this is your first project.

3 short paragraphs are perfectly acceptable for school and UG-level submissions.

How to Write Acknowledgement for Project – Quick Tips

1. Keep it short	Acknowledgements should be 1–3 paragraphs. Avoid making it longer than half a page.
2. Use formal language	Avoid casual words. Use 'I express my gratitude' instead of 'I want to thank'.
3. Mention in the right order	Order: University Guide → Company Mentor → Parents → Colleagues → Friends.
4. Include name & roll number	Always sign with your full name, roll number, course, and date at the bottom right.
5. Replace [] fields	Every bracketed placeholder must be filled with real names before submitting.
6. Use 'We' for group projects	If it is a group project, use 'We' throughout — not 'I'.
7. Don't over-thank	Keep it genuine. Thanking 10+ people makes the acknowledgement seem insincere.
8. Proofread before submitting	Check spelling of all names, designations, and university/college names carefully.

Download more free MBA & BBA project resources, acknowledgement formats, project report PDFs, and viva questions at mbaprojectguide.com