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Date: DD/MM/YY

Recipient's Job Designation:

Recipient's Company Or Organization Name:

Subject: Thank you for a pay rise

Respected [Mr./Ms./Mrs.] [Name Of The Recipient],

I sincerely thank you from the bottom of my heart for considering me eligible for a pay rise. I am aware that at this point of the year, it is rare to see a rise in pay for employees. But you have considered me for it, that makes me feel special. I also feel elated that you have recognized my work. Thank you for that.

I have learned a lot under your leadership and you have pushed me to work harder every time. Your backing and my grit to succeed have helped me earn such a reward. I will continue to work on honing my skills and also promise to work hard to keep your trust in me. Again, thank you for recognizing my work and rewarding me with a pay rise.

Sincerely,

[Your First Name] [Your Last Name]

Signature



