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Date: DD/MM/YY

Recipient's Job Designation:

Recipient's Company Or Organization Name:

Subject: Thank you for raising my pay scale

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

Thank you for advocating for raising my pay scale. This reward surely makes me work even harder. I also appreciate you for thoroughly following up with the upper management regarding my salary. Under your guidance you made me achieve the targets that made me suitable for the hike in my salary.

I am blessed to work under such a leadership where persons like you take care of their staff. I will continue to provide good work in the future and hope to have your constant support in the future as well. Again, thank you for the monetary gain.

Respectfully,

[Your First Name] [Your Last Name]

Signature





