

Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You Note

Dear \_\_\_\_\_ (Name of the Recipient)

I am writing this letter to let you know that you are doing a great job. You have taken your work seriously and I appreciate you for giving your 100% to your job. Thank you for managing the cleaning services at my home and maintaining it properly. You have always tried to maintain a hygienic environment at my place and your efforts at keeping the house clean are really impressive. You have my utmost respect for the work you do.

Lastly, I would like to inform you that I am willing to increase your pay to \_\_\_\_ (Write the Revised Pay). I hope this helps you in some way. Looking forward to seeing you tomorrow morning. Take care.

Sincerely,

(Signature)

Sender's Full Name

