Date

To

Recipient Name

Street Address, City, ST ZIP Code

Dear Recipient Name,

I am sincerely grateful to you for giving me a generous pay raise. Thank you for considering me worthy of this increment. I feel honored to be acknowledged and rewarded for my hard work.

I understand that a salary raise is always accompanied by higher expectations for even better work performance. I shall try my best to come up to your expectations and work even harder than before. I feel more motivated and energetic towards my job. Thank you for providing this impetus to me.

Once again, thanks to you and the company for this generosity.

With thanks,

Name Here

Your Title