|  |
| --- |
| [Company Name]  [Street Address, City, ST ZIP Code]  [Phone]  [Email]  [Website] |

Date

Recipient Name

Street Address, City, ST ZIP Code

Dear [Recipient],

This is my formal acknowledgment of the salary increment offered to me. I accept the increase of [AMOUNT] with effect from the next month. I am grateful to you for the pay raise.

I understand that this increment comes with added responsibilities. I will make sure I fulfill the company's expectations with me.

Once again, thank you for the raise.

Warm regards,

Name Here

Your Title