Date:

To:

Name of the employee

Name of the organization

**Subject: Reply letter to salary increment letter**

Respected Manager,

I am Mr. ABC, working as a sales manager in the sales department for 5 years. Two days back, I received a letter from the company in which I was informed about a 10% raise in my salary. I was told that the raise is due to my performance.

I am so happy to know about the increment in my salary as I have been waiting for it for so long. I am glad that you have chosen to appreciate me with such a wonderful reward. Thank you so much for being so kind and gracious.

It is the policy of the company to increase the salary on showing good performance and I am so impressed to see that you have stood by your words. This has really boosted my confidence in the company and its policies of any sort.

I am feeling so proud to be your employee and to get an opportunity to work under your supervision. You have taught me so much and it is due to your training and teaching that I was able to reach the target you set for me.

Thank you so much once again for deciding to increase my pay and for appreciating me in the salary increment letter. I promise you that I will give you many more opportunities to appreciate me by improving my performance and you will never regret taking this decision.

Regards,

Name of the employee

Signatures

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