Reply Letter for Request Granted

[Your Name]

[Address]

[City, State, Zip Code]

[Date]

[Contact Name]

[Position]

[Company name]

[Insert address]

[City],

[State] [Zip code]

Dear ABC,

Thank you for your hard work and dedication. We appreciate all that you have done for us. Your commitment to your work is commendable, and we are grateful for your contributions.

We read your letter dated [the date] regarding a salary increase this year. We understand that you feel you have met all of your commitments and performed to the best of your abilities. After careful consideration, we have decided to offer you a raise effective immediately. Thank you again for everything."

I'm delighted to let you know that your salary will be increased, based on your improved performance in the last year. In addition, our office has decided to give you some goodies as a sign of encouragement to help you work hard in the future. We promise that this year, your income will be raised by 10%

We are glad you are a part of our company. Looking forward to your good performance.

Sincerely,

Signature

Name