

THANK YOU LETTER FOR PROMOTION OR PAY RISE

From,
Hu Park
1429 Netus Rd.
Reedsport NY 48247
(874) 886-4174

19-04-2014

To,
Cleo Best
282-8351 Tincidunt Ave
Sedalia Utah 53700
(252) 204-1434

Subject: (*****)

Dear Cleo Best,

I have found a letter on my desk this morning. I can't explain how gratified I feel that you have promoted me for such an innovative post. I am so very much thankful to you for your appreciation and for this pleasing promotion and pay rise in my merit.

I assure you that I will keep on doing hard for all the activities coming to me. This is my first promotion and I feel very confident and motivated today. Thank you so much, sir. I appreciate and value your belief in me.

Sincerely,
(Your Signature)
Hu Park

