

Thank You Letter to Someone for his/her Hard Work

[Your Name]

[Address]

[Letter Date]

[Recipients Name]

[Address]

[Subject: Subject of Letter] -Optional-

Dear [Recipient's Name],

I'm writing this letter to you in order to thank you for your hard work that you have been putting into your work. The difference between a work that is done just as a work and the work that is done with devotion can clearly be seen when I compare your work with other employees. You have also been submitting your work well in time and made every project successful in the last two months. I owe you thanks for all that. Along with this, I am happy to announce to you the news of increment in your salary. You deserve this for the hard work that you are putting into your work. Thank you again and keep working hard.

Sincerely,

[Your Name]

[Senders Title] -Optional-