

June 18, 2024

Hi Alex,

Subject: Acceptance of Salary Increment Request

I hope this message finds you well.

After careful review of your recent request, I am pleased to inform you that your salary increment has been approved, effective from June 30, 2024.

Your dedication and hard work have been valuable to our team, and we appreciate your continued contributions.

Please let me know if you have any questions or need further clarification.

Congratulations once again!

Best regards,

Jordan Smith

Team Lead

Important Notes:

- This type of letter is usually less formal and may be sent via email.
- It is important to clearly state the acceptance and effective date.
- Ensure positive and appreciative tone throughout the letter.
- Keep a record of such communication for future reference.