

Payment Receipt Acknowledgment to Employees

Subject: Acknowledgment of Payment for March Salary

Dear Alex Johnson,

We hope this message finds you well. We are writing to confirm the receipt of your payment for the March salary.

Details of the Payment:

- **Amount:** \$3,500
- **Payment Date:** April 5, 2024
- **Method:** Direct Deposit
- **Reference Number:** 987654321

This email serves as an acknowledgment of the payment made to you as part of our commitment to transparency and open communication. We appreciate your continued contributions to Globex Corporation and look forward to our ongoing collaboration.

If you have any questions or require further details regarding this payment or any other financial matters, please do not hesitate to contact our finance department at finance@globexcorporation.com or via email at finance@globexcorporation.com.

Thank you for your dedication and hard work for Globex Corporation. We value your commitment and are pleased to have you as part of our team.

Best Regards,

Jane Doe Human Resources Manager Globex Corporation
jane.doe@globexcorporation.com