[Date]

To

[Recipient Name]

[Title]

[Company Name]

[Street Address] [City, ST ZIP Code]

Dear [Recipient Name]:

I joined [NAME] Pvt. Ltd on May 1, 20xx. I was on a probationary period for 3 months ending on July 1, 20xx. According to the signed employment contract, my salary was to increase by 20% at the end of the probation period. However, when I received this month’s salary, it still reflected the amount for the probationary period.

I have successfully completed my probationary period and received a positive performance review. Despite this, my salary was not revised. To be honest, this is distressing for me since I feel I am under compensated for my work responsibilities.

Kindly consider revising my salary slip according to the contract signed. If you have any questions, I am available for discussion. Looking forward to your cooperation.

Regards,

Alex

[Title]