Date

Name

Address

Dear Mr. John,

I, David Smith, have been working with ABC Limited for more than one year as an ‘Assistant Marketing Manager’. I have enjoyed serving this company, but at the same time have been experiencing a few issues, which I want to address through this letter.

When I was hired, the offer-letter salary was 5% lower than what was discussed in the interview. Upon asking, I got to know that there is cost-cutting going on, and I should expect a 10% rise in the offered salary after a year, with which I was happy. However, after a year, although my evaluation was up to the mark, I did not get any increase in my salary, and my manager told me the same reason for cost-cutting. In addition, every month my salary was delayed at least by 10 days, which caused me many financial difficulties.

I understand that the company has some financial issues right now, but being a salaried person, I need timely payments as well. I hope you understand and will sort these problems out. I hope you will look into the salary raise issue as well.

Regards,

Sarah Watson.