Date

Name

Address

Dear Ms. Sarah,

This letter is intended to bring your attention to the issue of delay in my salary increment.

I have been working in XYZ Limited for the past three years as a ‘Supplier Manager’. I have shown excellent performance, and due to my good evaluations, I have received the ‘best performer’ certificates for the last two years as well. I was expecting a salary increment after my first certificate but received none. Then, I deemed that I would get it this year, as my manager was extremely satisfied with my performance, and indicated that I should expect an increment. However, this year again, I did earn the certificate, but without any raise.

This delay in my salary increment is demotivating me, and I am losing interest in my job. In addition, I am having some financial difficulties as well, which I hoped would get resolved with my raise. I would be grateful to you if you would investigate the matter immediately and grant my salary increment.

I hope for a positive response. Thank you.

Regards,

William Geller.