Date:

Name:

Dear,

I have been serving in the company for the past three years and I am working wholeheartedly for the organization. I am punctual, my attendance is excellent, and I always complete the task before the deadline. My immediate boss is satisfied with my performance and I deal with my colleagues in a good way to keep the office environment relaxing and peaceful.

The main concern of writing this letter is I am giving my services at a low salary and I got the salary raise two years ago. I wanted the company to grow and I liked to be a part of this organization that’s why I never insisted on raising the salary. I had requested the increment, but I didn’t get a positive response which made me worried. I have done so much for the company and worked dedicatedly but all in vain.

I got offers from other organizations and they were offering me a higher salary package with additional benefits, but I refused because I want your business to flourish. I requested the increment to fulfill the basic demands of the family and I am sad that the company didn’t investigate the case and refuse the raise.

It would be great if you resolve the concern. Waiting for a positive response from you!

Sincerely,

(Employee name)