19-05-20XX

To: hr.xyz@gmail.com

Subject: Less salary credited email to HR

Dear Michelle,

My name is Anderson and I was appointed as assistant manager marketing last month. The moment when I signed the contract, it was negotiated that I will be paid USD 2500 as a salary. I was very happy at that time because the negotiated amount was handsome.

Five days ago, when I received my salary slip, I became worried because instead of 2500, only 1500 USD was credited to my account. This was unfair because everything was mentioned in the contract regarding salary and still I was paid less. I thought that it might have been posted by the accounts department mistakenly. Therefore, I called and requested them to rectify the issue. Instead of doing something, they directed me to make contact with the HR department because they told me that they posted the salary after taking directions from you.

Being an HR director, only you can solve my problem. Please accept my request and direct the accounts department to post the actual amount in my salary accounts.

Thanking in anticipation.

Regards,

Anderson.