

Increment Request Letter

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Date – 11/12/2019

To,
Human Resource Manager
Devidar Resquhui

Subject: -----

Dear -----,

I ----- (mention your name) working as ----- (mention job title) with the company since ----- (mention years) am writing this letter to request you for a salary raise. Since, my joining in ----- (mention the year), I have been working as a ----- and have been looking after several crucial projects that have delivered great results for the company.

During all these years, I have been a regular and dedicated employee who has dedicated all the efforts and time in completing the projects in time and successfully. I can assure you that I have given my best and exceeded the expectations that my supervisor had from me.

I have effectively dealt with all the roles and responsibilities that have been put on my shoulders throughout these years. I am listing out all the projects, client feedback and annual review of my performance for review.

I would request you to kindly consider my application for a raise this year. After all this hard work and effort, I believe that I deserve this raise as per my work and current position.

Yours Sincerely,
Rechal Bob
SEO Executive
6789-8945-678
yud@gmail.com

