

Dear Sir,

I have been working with your organization for the last two years as a team leader with dedication at work and I have completed all the assignments with in deadline and my attitude in dealing with colleagues and superiors was excellent as you are aware that I am receiving low payment and I got my last increment one year ago, I have requested for salary increment a lot of times but there was no response from your side.

I am requesting you to hike my salary as my present salary is very low to maintain my family expenses. I got an offer from Infosys web technologies and the pay is comparatively higher than what it is now. Please look into this request and resolve my problem as early as possible.

Thank you and hoping for a positive response from you.

Sincerely,

[Full Name]