Dear Director Tran Van M.

I Hope you have a nice day.

Yesterday, I was told by the HR manager about increasing salary transfers on an annual basis. I have also been discussed by the human resources manager about the percentage of my salary increase. I have thought a lot, and today decided to write to you to agree on my current salary.

I have worked and accompanied the company for 6 years. Currently, I am holding the position of Head of Finance. I am very grateful to my boss and the company for allowing me to hold this position. I am very happy and proud of that.

During the past working time, I find myself making efforts and trying my best to complete the assigned tasks, and the work results that I have achieved are relatively good.

From 2020 to now, my salary has not been adjusted to increase corresponding to the jobs I undertake. The salary adjustment in the coming time that the company offers, I think is not reasonable. In fact, the percentage of salary increase that the company offers is not really commensurate with the effort, the amount of work as well as the responsibility that the crime undertakes.

Because of these reasons, today, I am writing this letter to the Director, hoping that you can consider adjusting my salary to be increased, commensurate with my work efforts and work results. I achieved, as well as my contributions to the company.

I hope we can come to a favorable agreement.

Thank you for taking the time to read my letter.

Sign

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