April 24, 2023

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Dear Click or tap here to enter text. Click or tap here to enter text.:

I request your approval for providing a salary increase over the stated maximum to Click or tap here to enter text. in the position of Click or tap here to enter text., line number Click or tap here to enter text. in the department of Click or tap here to enter text. effective Click or tap to enter a date..

Insert the reason for the salary increase. Do not list in-house title

We would like to increase Click or tap here to enter text.’s base salary by $Click or tap here to enter text. which is a Click or tap here to enter text.% increase from Click or tap here to enter text. to Click or tap here to enter text., approximately Click or tap here to enter text.% over the stated maximum of Click or tap here to enter text..

Attached is a market analysis of this increase for your consideration. Please let me know if you need additional information or documentation to support this request.

Sincerely,

Click or tap here to enter text.

Click or tap here to enter text.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Click or tap here to enter text. Date

Click or tap here to enter text.

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Satish K. Tripathi Date

President