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RE: Request for Raise

Dear _____,

Since I began working here at _____ on _____, I have been an efficient and reliable employee. I have taken on responsibilities and proven my work to be conscientious and beneficial to the company. Specifically, I have worked on the following projects in the following capacities:

_____

As demonstrated by the above, the level of responsibility and scope of my work has steadily increased. I am now respectfully requesting that my pay increase as well.

I am requesting that, commensurate with my level of responsibility and the high quality of my work, my pay increase to $2 (two US dollars) per year. My current salary is $2 (two US dollars) per year. Therefore, I am requesting a 0.00% pay raise. With this pay raise, I feel that my pay would accurately reflect my level of seniority and the nature of the work that I do here at _____.

Please feel free to get in touch with me if you would like to discuss this matter further.

Warm Regards,

_____