

Your Name  
Your Company Name  
Street Address  
City, Postal Code  
Date

Recipient Name  
Title  
Company Name  
Street Address  
City, Postal Code

Dear Recipient Name:

I have enjoyed working in my role as (insert title) for (Insert Company) over the past two years where I have become an integral part of the team and created increased sales for the company.

For example; In the years since starting my role with (Insert Company) I have achieved goals that have contributed to the success of our company.

- Volunteered my time at all company events and trained new staff upwards of 100 hours.
- Started a new program incentive for employees to increase their skills and knowledge of the company.
- Connected with two large manufacturers that solidified a business deal for the company.

As part of this impressive company I hope to continue making gains and contributions in order to improve relationships with business partners, employees and staff.

I believe I have surpassed any benchmarks set out for my role as described in my employment contract and am looking to discuss a wage increase in-line with industry pay scale standards and current performance.

Again, I enjoy the outlook of this company and growth potential and thank-you for taking the time to consider meeting with me.

I look forward to speaking with you soon.

Sincerely,

Your Name (Signature)