

Respected Director Sir,

I have been working with your organization for the more than two years as Assistant Professor in the Department of Management with dedication at work and I have completed all the duties & assignments within deadline and also 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 am requesting you to hike my salary as my present salary is very low to maintain dignity of my position held and work I done.

Please look into this request and hike my salary as early as possible.

Thank you and hoping for a positive response from you.

Sincerely,

Vishwas Jain

Assistance Professor

Department of Management

SCOPE College of Engineering, Bhopal