

[Insert the Sender's Address]

----- [Address Line1] -----

----- [Address Line 2] -----

[Insert the Date of sending the letter]

[Insert the Receiver's Name]

[Insert the Receiver's Address]

----- [Address Line1] -----

----- [Address Line 2] -----

Dear Mr./ Mrs./ Ms. [Insert the name of whomsoever it is concerned to]

SUB: [Insert the subject concerned to the letter]

Greetings of the day!

The management has received your application concerning the request for a hike in your current financial benefits provided by the company.

You have been a loyal employee to this organization since [Insert the number of years the employee has served the organization] years, and the company is grateful and it discerns your hard work towards its goodwill.

According to the policies, along with your monetary benefits, the company does provide additional benefits like [mention a few benefits], which are not provided by other organizations.

A hike in your monetary benefits alone wouldn't do justice to our fellow employees, and a hike for everyone would bring the organization's stability to a standstill.

We understand how important monetary benefits hold in an employee's productivity. However, due to the above-stated reasons, we would like to extend our apologies and inform you that the company will not be able to proceed with your request for a hike in your current financial benefits.

For further queries regarding this, please contact the concerned authorities. We hope you understand the company's crisis and appreciate your cooperation.

Thank You.

Best Regards,

[Insert the Full Name of the Sender]

[Insert the Designation]

[Insert the Contact Details]