**Dear [Full Name],**

There are already 2 years that I have been working for your organization as a team leader. I was always loyal and dedicated to BERKO technologies. All the assignments and projects I was handling were submitted on time without any delays. You probably know that I get low payment and have asked for salary increment last year. I attempted to ask for the salary increments but I did not get a reply from you.

The reason that I am asking for a rise of my salary is that my current payment is too low for covering the expenses of my family. Recently I have received the job offer from SONY technologies and the salary is relatively higher. However, I am dedicated to our company; therefore, I decided to write you this letter once more.

Kindly ask you to consider my request.

**Sincerely,**

**[Full Name & Signature]**