

Name of the Sender

Sender's Designation

Date

Name of the Recipient

Designation of the Recipient

Address of the Company,

Subject Salutation,

Letter Body: Include the letter's purpose with the recipient's name, designation, and employee ID. Add the employee's date of joining and the number of years worked in the company with the goals accomplished that led to the increment. Mention the percentage and the amount of hike with the salary structure. Closing Sentence

Sender's Signature

Sender's Name

Sender's Designation

Sender's Contact Details