

To,
HR & Admin,
TFP Solutions Bangladesh Ltd,
House 19, Road 24, Block K, Banani, Dhaka-1213.

Subject: Application for salary increment after a professional period.

Dear HR & Admin,

It has been a pleasure working for your esteemed company for the last **six months(23.06.2021 to 22.12.2021)**. As you are aware, my professional period is over. During this time, I had enough time to evaluate my position at TFP Solutions Bangladesh Ltd and reached the conclusion that I have the potential and enthusiasm to deliver excellent results in the capacity of my job. I am delighted to know that you have decided to elevate my status from probative to permanent and I guarantee that you will not regret your decision.

I believe I have proven my abilities during this period and you are convinced that I am the suitable person for the position.

I would really appreciate it if the expression of trust you have put in me can be reflected in my pay and would like to kindly request for my **salary to be reviewed** based on the circumstances presented within.

Yours sincerely,
Arafat Hossin
21.12.2021