From: Jason Walker

To: Connie Scott

Subject: Ask for the raise that I deserve

Connie Scott

As you mentioned in my annual evaluation at last Thursday, I want to get your response to an idea that I have not received the raise that I deserve.

You said I had not attended two mandatory training sessions on the company's new computerized inventory system. I agree that I missed the training sessions, but I was out of town on a job-related assignment for one of those sessions.

Moreover, you said I had missed too many days of work (eight days during the year), but I was unwilling to work beyond my 40-hour work week to complete rush jobs.

In fact, I missed eight days of work, but I was allowed five days of sick leave as part of his contract. The other three days missed were due to my having to stay home to take care of my children when they were sick. I believed that these absences were covered by the company's parental leave policy.

Finally, I refuse to agree that employees should be required to work beyond their contractual 40 hours.

Please respond by email to me by Wednesday at noon. Thanks very much.

Yours sincerely,

Jason

HC Health Equipment, Account Manager

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