

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

Subject: Application for salary increment after 1 year.

Dear HR & Admin,

It has been a pleasure working for your esteemed company for the last year **(01.07.2021 to 30.06.2022)**. 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 a 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  
27.07.2022