

Almubarak Waqf Foundation
Kano State
29th March, 2023

To,

The Chairman,

Through,

Board of Trustee (BOT)

Through,

The Director General
Almubarak Waqf Foundation
Kano.

Dear Sir,

As my 6 months of probation gets close, I would like to request a review of my web admin & content creator's salary. It may be too early to make this request but there are reasons behind.

During my time at Almubarak Waqf Foundation, I have taken on additional responsibilities and have achieved success in several areas.

I've made a brief list of just some of my accomplishments and responsibilities, which include the following:

Responsibilities:

- Social media management
- Web Administration & Repair
- Content Management & Creation
- Digital marketing.

Accomplishments:

- Updated & created new social media platforms
- Created Github repository for our future web & mobile apps development source code.
- Get pro subscription to Canva for free for AWF' content development.
- Enlisted in AWF in Google's business directory
- Submitted application for payment processing Integrations e.g. Paystack, Fluttwave

- Taking the lead on tripartite AWF, IFN & CITAD's ICT
- Meeting goals in social media & web platforms updates & repair.
- Working on latent projects etc which are aligned to development of Almubarak Waqf Foundation.
- And more

Aside from my web administration and content creation skills in this role, I have also demonstrated excellent project management, social media management and digital marketing abilities and proficiency with content creation. The team can count on me for the content creation.

Given the added value I may have brought or will be bringing to the organisation, I think it is fair to request a bump in pay.

Based on my research from other competing organisations, I've found that the midpoint salary (or median salary) for each of the position or responsibility mentioned above is between ₦200,000 and ₦350,000 for my experience level.

During my brief stay, I have studied how my skills, experience and time will be needed, how my other business endeavours are affected and will be affected, how given more time will be needed to see AWF progress and success as such I have requested for an upward salary review.

I need longer commitment to complete and build on what I have started working on presently for AWF. I have thought of this in good faith and want to commit myself for longer service to Almubarak Waqf Foundation.

Thank you for your consideration. I would be happy to meet with you to discuss my request and the organisation's needs if necessary. Please let me know if you are available for a short meeting.

Sincerely,
Aliyu Bello