[Company Name]  
[Address]  
[Contact/Text]

Re. Request for Increment in Salary based on New Policies of EDRS and Completion of Three Years

Dear Sir,

My writing intends to request an increment in salary as cited above in the subject. With reference to the Employees Development and Review Scheme (EDRS) Clause V (IV), I plead to request for salary increment. Along with this, my request takes its reason from the completion of three years in this institution also. My aim to write is to justify an increment in my salary so that it can be convenient for you to review and consider my request.

I joined this institution on 17-01-20XX as an assistant professor in the Department of Business and Finance Management (Management Sciences Group) through Federal and State Recruitments of 2018. According to the Federal Law of Employees Protection and Rights, it is evident that an employee deserves an increment of 10% after completing three years in service (if recruited through FSR-CE). As my recruitment was through the said criteria, I believe that I am eligible for a salary increment through a systematic appraisal.

Moreover, the amendment in the Employees Development and Review Scheme (EDRS) has also amended its clause by replacing the amount of increment (2% to 4%) from the law passed out because of John vs. State case no. 3-5421.

In the wake of all this, I understand that I deserve a salary increment of 14% as all the above-given statements supplicate increment in my salary.

Please find all the required documents enclosed as scanned copies with this letter. I have also enclosed the approval letter from my Head of the Department to proceed with the increment. Please write to me for any further at [email]. I thank you in anticipation for considering my application letter. I hope I will meet the criteria in your consideration also and bear an increment in salary. Thank you.

Regards

Tom Crail  
The Assistant Professor  
Department of Business and Finance Management  
Derrick Hillington University, CA, USA.