To,

Mr. Andrew Campbell  
Manager HR  
Bluebird Technologies

Dated 20th September 20XX

From,  
Ms. Winona Smith  
Assistant manager  
Bluebird Technologies

**Subject: Employee benefit proposal**

Dear Mr. Andrew,

Good day. I am writing this letter to bring an important matter to your attention. I have been working as an assistant manager at this company for the past two years at $5000 per month. I have had a very pleasant and learning experience at the company and would like to extend my services for the Bluebird company for much longer.

However, I have noticed that the employees at the assistant level are not offered any employee benefits and those are only reserved for personnel at the managerial or executive level. I would like to propose a few benefits for employees at my level and below, which will be received with gratitude if you consider them:

1. At least 2 paid leaves per month owing to emergencies.
2. Paid maternity leave for a month for female employees.
3. A small residential apartment near the office for employees who live far. A percentage of monthly rent can be deducted from the employee’s salary.

As a dedicated employee who has been working with motivation and honesty for the past two years, I would be very grateful if you consider these demands and fulfill them if possible. I live very far and have to travel an hour every day to reach the office, so an apartment near the office would be highly appreciated.

I look forward to hearing back from you. You can reach out to me at [EMAIL]. Thank you for your time and consideration.

Regards  
Winona smith