To

[The Recipient Name]

**Re. Response and Follow-up to the Request for Raise in Monthly Gross Salary by 15%**

Dear [NAME],

On [DATE], I received an email from you in which you requested a raise in your monthly salary by 15%. I have gone through your letter attached to the email carefully and considered all the points you have mentioned. I understand that all the mentioned points reflect a justification of the demand. Moreover, your main point of justification states that your last raise was made two years before at the time of Christmas seems to be more valid.

The company went through a period of turmoil due to major financial strain after COVID. Moreover, the internal restructuring of the company also halted the way to consider raise in the salaries. I regret that we could not decide earlier regarding this. However, your request for raise is justifiable and hence, I have decided to raise your salary by 15%.

Your new monthly income shall be [$XY]. The tax deduction from the income shall be made accordingly. The fifteen percent raise in your salary has been done to the gross/basic salary of your total income. This raise in the salary shall be effective from the month of [MONTH]. Therefore, I recommend you should file for a tax application and send an email to HR to make important changes to your payroll. Thank you and congratulations.

Warmly.

[NAME]  
[COMPANY]