商务写作:申请要求加薪的商务范文 PDF转换可能丢失图片 或格式,建议阅读原文

https://www.100test.com/kao_ti2020/505/2021_2022__E5_95_86_E 5_8A_A1_E5_86_99_E4_c85_505247.htm 考试大点评:对许多 人来说,怎样写好要求加薪的申请是个大难题。下面给大家 提供一个例文,希望能对您有所启发。 Im grateful for the opportunity to work for you and I enjoy doing so. I hope youll agree that, in the two years Ive worked for you, Ive become an integral member of your team and accomplished a great deal. For example, in the last six months alone, Ive[List of major accomplishments]. However, Im still working for the initial salary on which we agreed two years ago. As I recall, we also agreed to renegotiate my salary in two years based on my accomplishments, and that time has come. In light of my accomplishments and as per our agreement, Im respectfully requesting an immediate pay rise of six percent, to be followed in six months by a performance-based pay rise of an additional three percent. I strongly feel that Ive earned the immediate pay raise and Im confident that I will also earn the six-month raise based on my performance. But Im willing to negotiate, as per our agreement. If you would like to meet to discuss this, please let me know. Thanks again for the opportunity. I look forward to continuing to be a key player on your team in a mutually-rewarding relationship. 100Test 下载频道开通,各类考试题目直接下载。 详细请访问 www.100test.com