

NUR ATHIRAH ADAM

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3 March 2023

En. Badruzaman Aminuddin
Finance Controller (FC)
Galaxy Aerospace (M) Sdn Bhd

Subject: Justification for a Salary Increase

Dear En Bad,

Thank you for promoting and offering me the opportunity to work at Galaxy Aerospace (M) Sdn Bhd as a Staff. I sincerely appreciate your time and consideration. I'm happy to accept the offer as Executive Finance/Account position. Due to this promotion, my job responsibilities increased, and I had to take on more of the burden of office work.

Through this letter, I am writing to formally request a review of my salary. I have been an employee of Galaxy Aerospace (M) Sdn Bhd for 5 months as a Protégé Finance. A past years ago when I moved into the position of Executive, Wholesale Management in Toyota Capital Malaysia Sdn Bhd, my salary was RM2,600 per month. I would certainly like to request an increment of a minimum of 20%-25% increment in my salary. I believe that this increment in my monthly pay is justified as I have worked for the company with diligence and passion. This will help ensure that I can continue living comfortably and maintaining my cost of living.

I hope you consider this request seriously because I am committed to Galaxy Aerospace (M) Sdn Bhd and want to be an integral part of the team for years to come.

Thank you for your attention to this matter. I am willing to work with you with what is best for the company. If you have another amount in mind or a plan about my salary, I am open to negotiation.

Sincerely,



NUR ATHIRAH BINTI ADAM