

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Refusal of Employee Request for Early Raise

Dear :

I have read your letter requesting an early raise. I am quite shocked at your request. It is completely out of character and absolutely unprofessional. Yes, you are a very competent employee of {name}. However, there are many competent employees at {name}. These employees waited the allotted time to receive their raise. Being a fair manager, I am denying your request for an early raise. I do not agree that a deposit on your cruise is a justifiable reason for an early raise. Therefore, upon your evaluation in 30 days, we will discuss raises and such.

Sincerely,

N A M E