[Sender Name]

[Sender Designation]

[Company Name]

[Name of Recipient]

[Designation of Recipient]

[Department of Recipient]

Date:

**Subject: Response Letter to Employee’s Request for Salary Increase**

Dear Sir/Madam,

On [mention date], I received your letter in which you requested for an increase in your salary. I would like to inform you that considering the current market conditions, company is already facing a difficult time. The board of directors is already looking to minimize the costs so as to increase the profits and for that purpose, they are considering the option of downsizing as well.

I know you are a devoted and hard working employee of the company but you are also aware of the current situation of the company. Still I have forwarded your request to the Sales Director and if he/she approves it, I will let you know.

Best of luck.

Sincerely Yours,

[Sender Name]

[Sender Signature]