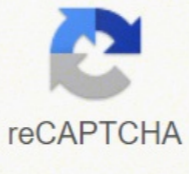




I'm not robot



**Open**

# Credit union salary report

LARRY LEE

123 Business Rd., Business City, NY 54321 - 555-555-5555 - larry.lee@email.com

September 1, 2018

Mr. John Sanchez  
20507 Valley Rd.  
Cedar Bluffs, NE 68015

Dear John,

This letter confirms our discussion today that your employment with Sealy Company is terminated for cause, effective immediately.

Your employment, as discussed during the termination meeting, is terminated because you committed company personnel and resources to a client after being told by both your manager and your department head, that the company would not provide these resources nor seek a relationship with that potential client.

Your subsequent commitment of resources, after being told explicitly not to commit the resources, was a gross violation of company policy and our code of conduct.

In attempting to cover up your commitment, you tried to involve several other employees in your deception. This is behavior that cannot be countenanced and it also violates our code of conduct. Payment for your accrued PTO will be included in your final paycheck\* which you will receive on your regular payday, Friday. We can mail your final paycheck to your home or you can make arrangements with your supervisor to pick it up.

You can expect a separate benefits status letter that will outline the status of your benefits upon termination. The letter will include information about your eligibility for the Consolidated Omnibus Budget Reconciliation Act (COBRA) continuation of group health coverage.

We have received from your security swipe card, your office keys, and the company owned laptop and cell phone at the termination meeting.

You will need to keep the company informed of your contact information so that we are able to provide the information you may need in the future such as your W-2 form.

Please let us know if we can assist you during your transition.

Regards,

Larry Lee

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Regarding: Account No. XXXXXXXXXX

Beneficial Household Finance  
PO Box 1547  
Chesapeake, VA 23327  
(800) 3658-0175

To Whom It May Concern,

I am writing a letter about my experience with Beneficial that is a mixture of a grateful "thank-you" and a pressing request concerning Home Mortgage trade-line in my credit files that I would like to have revised.

I received the Home Mortgage in Date about a year before my separation in Date. During my separation and subsequent divorce proceedings, I was forced to move out of my home putting me in the position of having to financially maintain two households. As a result, I fell behind in my bills.

Although the mortgage eventually fell into foreclosure (do in part to the beginning of the housing market collapse in the spring of 2006), Beneficial was extremely helpful in working with me during a time of separation, divorce, and financial hardship. The help with which I was given in trying to maintain my payments while trying to sell the house and prevent foreclosure was a great benefit and did help me to move forward.

Now, post divorce, I am trying to rebuild my credit in preparation for getting a new mortgage. I have been able to show that I am a capable of responsible credit management as reflected in my credit records. I am requesting that you give me a second chance at a positive credit rating by revising those trade lines with the Credit Reporting Agencies. I sincerely hope that there is redemption at Beneficial, and I beg you for such consideration. Please let me know if any additional documentation would assist in reaching a positive outcome.

Regardless of your decision, please know that I thank you for helping me at a time when it was needed, and I hope to do business with Beneficial again one day.

Very hopefully,

Your Name  
Address

## Salary Increase Letter:

### I'm Working Working Harder Than Before

Dear [Manager Name],

As I approach my second year in the job [change the duration according to your situation], I find myself more dedicated, more devoted and more motivated than I ever was. It is a privilege being part of this professionally team. Being surrounded by so many inspiring people is a driving force and an essential ingredient in my success recipe.

When you compare my performance at time I joined to that of now, the difference can be really felt. [Minimum three sentences here about how much you were accomplishing before and how much now. The more the better but don't make it boring]. I am confident that you agree that my performance is in an ever increasing rate. I am accomplishing a lot more that I used to.

In the light of what has been stated above, I would like to kindly ask you to consider a salary review at the earliest opportunity. I would like to know that my efforts and hard work are being appreciated. The company is interested in productivity which is something I am continuously providing and shall always do.

Thank you.

Sincerely,  
[Your name]  
[Date]



