

Renee Burns



May 16, 2010

Dear Mr. Epstein,

I have had the pleasure of being in your employ at Zorro Development for four years and eight months and hope to continue for years to come. During this relatively short time, my job description, duties and level of responsibilities have been ever evolving.

My first year here, I worked primarily at the Main House as housekeeper. The second year while maintaining my responsibilities as housekeeper, I also began working in the office and acting as on site point person during [REDACTED] vacations. During my third year, as [REDACTED] responsibilities at other properties increased, so have my responsibilities and duties increased here at Zorro.

At the present time I am working as assistant manager. While [REDACTED] still maintains the personnel files, the responsibility of daily overseeing of employees, all financial operations, communications with and payment of vendors, etc. all fall to me as approved by [REDACTED]. I am also still responsible for all aspects of the Main House. (Taking note, this is becoming increasingly difficult given my new duties.) In short, the responsibility I gladly shoulder exceeds that of the other employees here.

In light of this fact, I am respectfully asking that you review my salary at this time. I currently earn 29,500. /year. I ask that you consider an increase to 55,000. /year. I know this is a high percentage increase but feel that this amount would be fair for the job I am currently performing for you.

Your consideration in this matter is greatly appreciated.

Sincerely,

Renee Burns