August 29, 2016

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| Clinicas de Salud del Pueblo1166 K ST Brawley CA, 92227Teresa DaviddsTel (760)693-0516 TeresaDa@cdsdp.orgDavidds1991@Icloud.com |  |

Dear Dr. Baig,

I enjoy working at CDSDP, and therefore appreciate any new opportunity to serve the company goals, beyond and above my role and responsibility.

 I wish to meet with you for a certain reason to justify my pay raise. During almost two years, I took on extra work and more responsibilities because I know that my performance is closely tied to the team’s performance. I provide exceptional contributions to each clinic and with my experience working in management, I am comfortable in following up with policies, contracts, and be involved in several business projects in the same period of time. Plus, I strive for continued excellence in a health care environment that I possess a Bachelor of Science in Health Administration and my Masters in International Business.

I was grateful for the opportunity to meet your professional expectations and therefore enhanced my contribution to the company. This past year has been an especially challenging business environment, but my accomplishments have continued to build on my earlier achievements, and I have high expectations for this success to continue for the foreseeable future.

Here are some highlights of how I have helped the department and the company in the past year:

* I demonstrated good understanding of what needs to be accomplished when we’ve worked together on changes to be made to achieve our team goals.
* Developed and customized work plan’s for each clinic on regards The Chronic Care Model, with resulting better data than before.
* Partnered with several team departments to attract new quality care opportunities totaling better care for our patients.
* Conceptualized, proposed, and produced an organization research study that serves as a valuable tool for our industry, increasing our visibility, and making it easier for our team to take care of our patients.
* Participated in and attended professional meetings, increasing the visibility of the organization within the industry.
* Mentored and trained 13 clinics who handled many routine functions within the department, freeing up team members to focus on the quality of the patient and work-flows.
* Proposed new projects, and completed all new tasks and assignments when requested to do so

I look forward to continuing to play a key role within the department, and given all of my recent accomplishments and that my salary is still below industry averages, I am confident that you will offer a salary increase that reflects my education and skills standing in the department.

Therefore, I humbly ask for a meeting in order to (review of/discuss) my performance and the salary increase that reflects the above.

