

REQUEST LETTER

Date: 18/05/26

To
The Managing Director
GAINUP Industries

Subject: Request for Shift Incentive for Employees

Respected Sir,

I would like to bring to your kind attention the continuous efforts and dedication shown by the employees working in various shifts, especially during extended hours and demanding schedules. Their commitment has significantly contributed to maintaining productivity and smooth operations within the organization.

Considering the challenges associated with shift work, such as irregular working hours, additional workload, and personal inconvenience, we kindly request the management to provide a shift incentive allowance for employees working in shifts in Garments II.

We sincerely request you to consider this proposal favourably and take necessary steps toward implementing the shift incentive for eligible employees.

We look forward to your positive response and support.

Thanking you.

Yours faithfully,

SIVA K
HR
G-II

*K.M. Dept
18/5/21.*

Siva

*FOR REQUIREMENT
Fabric department*

15/05/26

[Signature]