

Salary Increment Request

[Your Name]

[Your Current Position]

[Your Department]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company/Organization Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a review and consideration for an increase in my current salary at [Company/Organization Name]. I have been with the company for [X years/months], and I have greatly enjoyed the opportunities and challenges presented during my tenure.

During my time at [Company/Organization Name], I have consistently demonstrated my commitment to the organization's goals and have actively contributed to the success of my team and department. I have taken on additional responsibilities, achieved notable milestones, and consistently met or exceeded performance expectations in the following ways:

[Highlight specific achievements or projects where you've made a significant impact on the company's success].

[Mention any additional qualifications, certifications, or skills you have acquired that have enhanced your contributions to the company].

While I value the experience and growth I have gained at [Company/Organization Name], I believe that a salary increase would be both a recognition of my contributions and an incentive to continue delivering exceptional results. The cost of living and market conditions have also evolved since my initial salary was set, and I would like to ensure that my compensation remains competitive within the industry.

I kindly request that you review my current salary and consider an increase that is reflective of my skills, experience, and contributions to [Company/Organization Name]. I am prepared to discuss this matter further and provide any additional information or performance data to support my request.

Thank you for your time and consideration. I am enthusiastic about the opportunity to continue contributing to the success of [Company/Organization Name], and I hope to receive a positive response regarding my salary increase request.

Sincerely,

[Your Name]