

[Your Name]
[Your Position]
[Department]
[Company Name]
[Date]

[Manager's Name]
[Manager's Position]
[Department]
[Company Name]

Subject: Request for Salary Increase for Long-term Employees

Dear [Manager's Name],

I am writing to formally request your consideration for a salary increase for our long-term employees. Over the years, these employees have demonstrated exceptional loyalty, unwavering commitment, and consistent high performance, making invaluable contributions to the success and growth of our company.

Many of these dedicated staff members have been with us for [number of years], taking on critical responsibilities, mentoring new employees, and upholding our organizational values. Their institutional knowledge and positive influence on workplace culture are evident in the quality of their work and their ongoing support for team objectives.

Additionally, several long-standing employees have achieved significant milestones, such as [insert specific achievements, projects, or examples], further illustrating their integral role in our operations. Recognizing their efforts and commitment through an equitable adjustment in compensation would reflect the value they bring to the company and align their remuneration with their sustained performance.

Offering a salary increase to these employees would not only reinforce a culture of recognition and appreciation but also help retain experienced talent, minimizing turnover and preserving organizational knowledge. Furthermore, such a gesture would positively impact overall morale and motivate the entire team to strive for excellence.

I kindly request that you review and evaluate the current salary structures for our long-term employees, with a view to implementing appropriate adjustments. I am available to discuss this matter in more detail at your convenience and provide any further information needed to assist with your decision.

Thank you very much for your attention to this important issue and for your continued support of our valued staff.

Sincerely,
[Your Name]