

Formal Salary Increment Request Letter Template

[Your Name]

[Your Job Title]

[Department]

[Company Name]

[Date]

To:

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally request a review of my current salary in light of my continued contributions and achievements as a member of the [Department] team at [Company Name]. Having been with the organization for [number of years] years, I am proud to have consistently met and exceeded performance targets, which I believe demonstrates my commitment and value to the team.

Over the past [period, e.g., year], I have taken on increased responsibilities, including:

- [Briefly describe a key project or achievement]
- [Mention another significant contribution]
- [Any additional notable task or recognition]

These efforts have resulted in [describe positive outcomes, e.g., increased efficiency, client satisfaction, revenue growth], contributing notably to the department's objectives and the company's overall success.

After conducting research on market standards and considering my tenure, skills, and consistent performance, I respectfully request a salary adjustment that reflects my experience and the value I bring to [Company Name]. According to current industry benchmarks, a competitive compensation package would be in the range of [desired salary or range], which aligns with my role and contributions.

I am dedicated to continuing my professional growth and supporting our team's goals. I appreciate your time and consideration of my request, and I am open to discussing this matter further at your earliest convenience.

Thank you very much for your attention.

Sincerely,

[Your Name]