

Official Letter for Salary Hike After Completion of Probation Period

Date: [Insert Date]

To,
[Manager's Name]
[Designation]
[Company Name]
[Company Address]

Subject: Request for Salary Hike After Completion of Probation Period

Dear [Manager's Name],

I am writing to formally acknowledge the completion of my probation period as [Your Designation] at [Company Name]. Over the past [duration of probation period], I have embraced every challenge and responsibility with dedication and a positive attitude, striving to deliver results that align with the company's vision and objectives.

During my probation, I have successfully handled [briefly mention key projects, responsibilities, or achievements]. My commitment to my duties and my eagerness to contribute have been consistently demonstrated through [highlight any particular accomplishments, awards, or feedback].

As my probation period has concluded successfully, I respectfully request you to consider reviewing my current salary. I believe my performance and dedication have added value to our team, and a salary adjustment at this juncture would not only reflect my contributions but also motivate me further to excel and grow within the organization.

I look forward to your favorable response and am open to further discussions at your convenience. Thank you very much for your guidance and support throughout my probation period.

Sincerely,
[Your Name]
[Your Employee ID, if applicable]
[Your Department]