

# Salary Increment Request Letter After Job Promotion Sample

A **salary increment request letter after job promotion sample** provides a clear and professional template for employees to formally request a raise following their recent promotion. This letter highlights the employee's new responsibilities, achievements, and contributions to the company, making a compelling case for a salary adjustment that aligns with their enhanced role. Using a well-structured sample helps ensure the request is communicated respectfully and effectively, increasing the chances of a positive response from management.

## Sample Letter

[Your Name]

[Your Position]

[Department]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I am writing to express my gratitude for the recent opportunity to serve as [New Position] at [Company Name]. I am excited to take on the increased responsibilities and contribute further to our team's success.

Since stepping into this role, I have undertaken additional duties, including [briefly mention major new responsibilities or achievements]. These new tasks have enabled me to contribute more effectively to the company's goals, such as [provide specific example(s) of added value, improved performance, or successful projects].

In light of these increased responsibilities and my ongoing commitment to delivering excellence in my new role, I would like to formally request a review of my current salary. I kindly ask you to consider a salary adjustment that adequately reflects my new position and the added value I bring to the team.

Thank you for considering my request. I am happy to meet at your earliest convenience to discuss this further and provide any additional information you may need.

Sincerely,

[Your Name]

## Tips for Writing Your Own Salary Increment Request Letter

- Be concise and professional.
- Clearly mention your new position and responsibilities.
- Highlight your achievements and added value since the promotion.
- Express gratitude for the opportunity and consideration.
- Offer to discuss your request in person.