

Sample Letter for Salary Increment After Annual Performance Review

This **sample letter for salary increment after annual performance review** serves as a formal request from an employee to their employer, highlighting their achievements, contributions, and overall performance during the review period. The letter outlines the justification for a salary increase based on demonstrated skills, increased responsibilities, and positive results, aiming to communicate value while maintaining professionalism and clarity.

[Your Name]

[Your Job Title]

[Department]

[Company Name]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to discuss my performance during the recent annual review. I appreciate your feedback and the recognition of my contributions to the team and company over the past year.

Over the last year, I have taken on additional responsibilities and have consistently delivered positive results. Some of my key achievements include:

- [Briefly describe a significant achievement or project and its impact]
- [Mention an area where you improved efficiency, saved costs, or increased revenue]
- [Reference positive feedback from clients, colleagues, or supervisors]

Considering my accomplishments, increased responsibilities, and ongoing commitment to the organization, I would like to formally request a review of my current salary. I believe that a salary adjustment would more accurately reflect my contributions and the value I bring to the team.

I am confident that my continued dedication and efforts will support the company's goals and success. I am open to discussing this matter at your earliest convenience and appreciate your consideration of my request.

Thank you for your attention and support.

Sincerely,

[Your Name]