

Formal Letter for Salary Raise After Performance Appraisal

This example of a **formal letter for salary raise after performance appraisal** demonstrates how to professionally request a salary increase by highlighting individual achievements and contributions during the appraisal period. The letter is structured with a courteous opening, a clear statement of the request, supporting evidence of performance improvements, and a respectful closing, ensuring it effectively conveys the employee's value and justifies the salary adjustment.

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Manager's Name],

I am writing to express my gratitude for the recent performance appraisal and to formally request a review of my current salary based on my performance and contributions over the past year. I greatly appreciate the feedback and recognition I received during my appraisal, and I am motivated to continue delivering high-quality results for [Company Name].

During the appraisal period, I have consistently achieved and surpassed my targets, as evidenced by [specific achievement or project]. For example, I [describe a key contribution, initiative taken, or improvement made]. Additionally, I have taken on [mention any additional responsibilities or skills learned], which has contributed to our team's success, particularly in [mention any significant outcome or project].

In light of these accomplishments and my dedication to further advancing the goals of our department, I kindly request your consideration for a salary increase. I believe this adjustment would reflect my enhanced contributions and the added value I bring to our organization.

Thank you very much for your time and consideration. I am happy to discuss my request further and provide any additional information you may need.

Sincerely,
[Your Name]