

Sample Formal Letter for Salary Raise Request (Long-Term Employee)

[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 formally request a review of my current salary in light of my tenure and ongoing contributions to [Company Name]. Having been a dedicated employee for [number of years] years, I have consistently strived to uphold the values and standards of our organization.

During my time here, I have taken on a variety of responsibilities and successfully delivered on key projects such as [briefly mention significant achievements or projects]. My commitment to continuous professional growth and my willingness to adapt to new challenges have enabled me to contribute meaningfully to our team's objectives.

Given my longstanding dedication, proven performance, and deep understanding of our company's goals and culture, I believe it is appropriate to discuss an adjustment to my current compensation. I have researched industry standards and feel that a salary increase would fairly recognize both my experience and continued commitment to [Company Name].

I would appreciate the opportunity to meet with you to discuss this matter further. Thank you for considering my request. I look forward to discussing how we can move forward together in recognition of my contributions to the organization.

Sincerely,

[Your Name]