

Professional Letter to Request Salary Increase After Promotion

A **professional letter to request salary increase after promotion** is a formal document written by an employee to their employer, highlighting their recent promotion and justifying the need for a corresponding salary adjustment. This letter typically emphasizes the employee's enhanced responsibilities, proven performance, and contributions to the organization, aiming to negotiate a fair and competitive compensation that reflects their new role and value within the company.

Sample Letter Template

[Your Name]

[Your Job Title]

[Department]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I am writing to express my sincere gratitude for the opportunity to serve as [New Position] following my recent promotion. I am excited to take on the new responsibilities and continue contributing to the success of [Company Name].

I have taken time to evaluate my new role and the additional duties I have assumed, such as [briefly mention key responsibilities or projects]. I am confident that my skills, experience, and the positive results I have consistently delivered-such as [mention a notable achievement or metric if possible]-will allow me to excel in this position.

Considering the expanded scope of my role and my dedication to maintaining high performance, I would like to discuss a corresponding adjustment to my compensation. I believe a salary review at this juncture would more accurately reflect my current responsibilities and align with market standards for similar positions.

I would appreciate the opportunity to meet and discuss this matter further. Thank you for your consideration, and I look forward to continuing my growth and contributions at [Company Name].

Sincerely,

[Your Name]