

Salary Increase Request Letter After Probation Period Completion

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally express my gratitude for the opportunity to join [Company Name] and for the support and guidance provided throughout my probationary period.

Over the past [duration, e.g., three months], I have dedicated myself to contributing meaningfully to the team and the organization. During this period, I have successfully [mention specific achievements, responsibilities handled, or targets met]. These accomplishments have allowed me to demonstrate my commitment, skills, and alignment with the company's goals and values.

Having completed my probationary period, I respectfully request a review of my current salary to better reflect my responsibilities and performance. I am eager to continue exceeding expectations and adding value to [Company Name]. I believe a salary adjustment at this juncture would serve as a recognition of my contributions and further motivate me in my role.

Thank you very much for your time and consideration. I look forward to discussing this with you further and am open to any feedback or suggestions you may have.

Sincerely,
[Your Name]
[Your Position]