

Salary Increment Request Letter Based on Performance Appraisal

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Designation]
[Company Name]
[Company Address]

Subject: Request for Salary Increment Subsequent to Performance Appraisal

Dear [Recipient's Name],

I would like to express my gratitude for the opportunity to participate in the recent performance appraisal process. I sincerely appreciate the constructive feedback and guidance provided, which motivates me to continually strive for excellence in my role as [Your Designation].

Over the past year, I have diligently worked towards meeting and exceeding the objectives set for my position. Some highlights of my contributions include:

- Successfully completed [Project Name or Task], resulting in [specific positive outcome, e.g., increased revenue by X%, improved efficiency, reduced costs, etc.].
- Took initiative in [describe a responsibility or leadership role assumed], which contributed to [positive result, e.g., team productivity, smoother workflow, etc.].
- Consistently delivered targets and received positive feedback from clients/colleagues, as evidenced by [mention any recognitions or testimonials, if applicable].

Based on the above and in light of my positive performance appraisal, I kindly request you to consider my application for a salary increment. I am confident that my continued commitment and accomplishments have added significant value to our team and the company as a whole.

I look forward to your favorable consideration of my request. I am open to discussing this further at your convenience and remain committed to achieving greater success for [Company Name].

Thank you for your time and attention.

Sincerely,
[Your Name]
[Your Designation]
[Department/Team Name]
[Contact Information]