

Sample Formal Letter to Request Salary Review After Probation Completion

[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 express my gratitude for the opportunity to work at [Company Name] and for the guidance and support provided during my probation period, which ended on [date]. I have thoroughly enjoyed being a part of the team and am eager to contribute further to the company's ongoing success.

During my probation, I have taken great care to fulfill the responsibilities outlined in my role as [Your Position]. I have successfully [briefly mention 2-3 key achievements, contributions, or responsibilities handled], and I have received positive feedback from colleagues and clients. These experiences have provided me with valuable insights into our processes and strengthened my commitment to delivering high-quality work.

With my probationary period now completed, I would like to kindly request a review of my current salary. I believe my contributions and performance align with the expectations for this role and I am confident that I can continue to add value to the team moving forward.

I would be grateful if we could schedule a meeting at your earliest convenience to discuss this matter further.

Thank you very much for your time and consideration. I look forward to your response.

Sincerely,
[Your Name]