

Sample Formal Letter Requesting Salary Increase

This document provides a **sample of a formal letter requesting salary increase for outstanding performance**, demonstrating how employees can professionally communicate their achievements and contributions to their employer. The letter emphasizes quantifiable results, consistent dedication, and positive impact on the organization, aiming to justify the request for a salary adjustment. It serves as a useful template for articulating merit-based compensation discussions while maintaining a respectful and constructive tone.

Formal Letter Template

[Your Name]

[Your Position]

[Department/Team]

[Company Name]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Dear [Manager's Name],

I am writing to formally request a review and adjustment of my current salary to reflect the outstanding performance and significant contributions I have made to [Company Name] over the past [time period, e.g., year]. I am committed to our organization's mission and have consistently delivered results that support our strategic goals.

Over the past [time period], I have:

- Achieved [quantifiable result, e.g., increased sales by X%], surpassing the targeted goals.
- Led [project/team name], resulting in [measurable success, e.g., successful launch, cost savings, process improvements].
- Received positive feedback from clients and colleagues regarding [specific competencies, e.g., leadership, innovation, reliability].
- Consistently demonstrated dedication by [any additional contributions, e.g., working overtime, mentoring team members].

Given these accomplishments and my ongoing commitment, I respectfully ask that my salary be reviewed to better reflect my performance, market standards, and the added value I bring to [Company Name]. I am confident that a salary adjustment would further motivate me to continue exceeding expectations and contributing to our shared success.

I appreciate your time and consideration of my request. I am open to discussing this matter further at your convenience and am happy to provide any additional information needed.

Thank you for your support.

Sincerely,

[Your Name]