

# Salary Increment Request Letter Template

[Your Name]  
[Your Job Title]  
[Department]  
[Date]

[Manager's Name]  
[Manager's Job Title]  
[Company Name]

Dear [Manager's Name],

I am writing to formally request a review and adjustment of my current salary. As of today, my compensation stands at [your current salary]. During my time at [Company Name], I have consistently strived to exceed performance expectations, as demonstrated by [highlight key achievements, contributions, or responsibilities, e.g., successful project completions, process improvements, increased revenue, etc.].

In conducting an analysis of the current market trends, I have found that the median salary for similar roles in our industry and location is approximately [state relevant market salary range, citing sources if applicable, e.g., "according to [Source], the average salary for a [Job Title] in [Location] is [market salary]."] This indicates a gap between my current compensation and the prevailing market rate.

I am enthusiastic about continuing to contribute to [Company Name]'s success and am committed to delivering high-quality results. In recognition of my performance and to ensure internal equity and external competitiveness, I respectfully request an adjustment of my salary to align with the market benchmark for my role.

Thank you for your time and consideration. I welcome the opportunity to further discuss my request and provide any additional information.

Sincerely,  
[Your Name]