

Professional Salary Increment Letter for Executive Job Promotion

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally acknowledge my recent promotion to the position of [New Executive Position] within [Department/Division], effective [Date of Promotion]. I would like to express my sincere gratitude for the trust and confidence you have placed in me.

Over the past [duration in current/previous role], I have been dedicated to contributing to the success of [Company Name]. Some notable achievements include:

- [Briefly mention a significant accomplishment or contribution]
- [Another key achievement]
- [Any special recognition or positive impact created]

As I assume the expanded responsibilities and challenges associated with the executive role, I am committed to upholding the highest standards of performance and leadership. I understand that this promotion involves increased responsibility for [mention key executive tasks, e.g., strategic planning, team leadership, budget oversight, etc.] and the expectation of delivering tangible results for the growth and development of the organization.

In line with my new role and the elevated contributions expected of me, I respectfully request a salary adjustment that reflects my expanded responsibilities and aligns with market standards for executive positions. I believe that a revised compensation package will not only acknowledge my hard work and dedication, but also serve as motivation for continued growth and success within [Company Name].

I would appreciate an opportunity to discuss this matter further at your convenience. Thank you very much for considering my request and for your ongoing support.

Sincerely,
[Your Name]