

Formal Letter for Salary Increase Request After Promotion

This formal letter for **salary increase request after promotion** sample provides a professional template that employees can use to effectively communicate their request for a salary adjustment following a recent promotion. The letter clearly states the promotion details, highlights the employee's contributions and achievements, and respectfully requests a corresponding salary increase. Using this sample helps ensure the message is polite, concise, and persuasive, demonstrating the employee's value to the organization and justifying the salary adjustment.

Sample Letter Template

[Your Name]

[Your Job Title]

[Department]

[Company Name]

[Company Address]

Date: [MM/DD/YYYY]

To:

[Manager's Name]

[Manager's Title]

[Company Name]

Dear [Manager's Name],

I am writing to formally express my gratitude for the opportunity to advance to the position of **[New Position Title]** as of **[Promotion Date]**. I am excited to take on this new role and am committed to contributing further to the success of our team and company.

Over the past [number of years/months], I have consistently strived to exceed expectations in my role as **[Previous Position]**, including:

- [Achievement or contribution #1]
- [Achievement or contribution #2]
- [Notable project or responsibility]

With the added responsibilities and expectations that come with my new position, I kindly request that my compensation be reviewed to ensure it aligns with my role and industry standards. A salary adjustment would not only recognize my past contributions and current commitment but also motivate me to continue exceeding expectations.

I would appreciate the opportunity to discuss this further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]