
Salary Increment Request Letter

[Your Name]
[Your Job Title]
[Your Company Name]
[Address]
[City, State, ZIP Code]
[Date]

To:

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

Subject: Request for Salary Increment

Dear [Manager's Name],

I am writing to formally request a review of my current salary based on my contributions to the organization and the added responsibilities I have taken on. Over the past [time period], I have [list specific achievements, e.g., completed key projects, improved processes, exceeded performance targets, etc.].

Given these contributions and the market standards for my role, I believe a salary adjustment would reflect my value to the company. I would greatly appreciate the opportunity to discuss this further at your convenience.

Thank you for your time and consideration.

Sincerely,

[Your Full Name]