

Salary Increase Letter PDF

[Your Name]

[Your Position]

[Your Department]

[Company Name]

[Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Manager's Position]

[Company Name]

Subject: Request for Salary Increase - PDF/Word

Dear [Manager's Name],

I am writing to formally request a salary increase, considering my performance and the additional responsibilities I have undertaken over the past [duration] at [Company Name].

Performance Highlights:

- **Exceeded Targets:** Consistently surpassed quarterly targets by [percentage], contributing significantly to the company's revenue growth.
- **Enhanced Efficiency:** Introduced [specific tool or method], which increased operational efficiency by [percentage].

- **Client Relations:** Successfully managed key client accounts, leading to a [percentage] increase in client satisfaction.

Professional Growth:

- **Certifications:** Earned [specific certification], enhancing my skills and bringing added value to the team.
- **Training Programs:** Completed [specific training], which has improved my ability to [specific task or responsibility].

Request for Salary Adjustment:

Given these achievements and the industry standards, I am requesting a salary increase to [\$amount or percentage]. This adjustment will more accurately reflect my contributions and the value I bring to [Company Name].

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

Sincerely,

[Your Signature]

[Your Name]