**Sample Salary Increase Letter to Employer**

**horizontal line**

**[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**

**Dear [Manager’s Name],**

**I hope this letter finds you well. I am writing to formally request a review of my current salary. Over the past [number of years/months], I have thoroughly enjoyed my role as [Your Position] at [Company Name]. I am proud of the contributions I have made, and I believe my performance justifies a salary increase.**

### **Achievements and Contributions:**

* **Project Leadership: Successfully led [specific project], resulting in [specific result or improvement].**
* **Increased Efficiency: Implemented [specific process or system] that improved [specific metric] by [percentage].**
* **Positive Feedback: Received excellent feedback from clients and colleagues on [specific projects or tasks].**

### **Justification for Increase:**

* **Market Comparison: Based on my research, the average salary for my position in our industry and location is [amount], which is [percentage] higher than my current salary.**
* **Professional Development: Completed [specific course or certification], which has enhanced my skills and value to the team.**

**I am requesting a salary adjustment to [$amount or percentage increase], which I believe aligns with my contributions and market standards. I am confident that this adjustment will reflect my commitment and continued dedication to [Company Name].**

**Thank you for considering my request. I am looking forward to discussing this further at your earliest convenience.**

**Sincerely,  
[Your Signature]  
[Your Name]**