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]**