Salary Increase Request Letter

**[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 am writing to formally request a salary increase in recognition of my performance and contributions to [Company Name] over the past [duration]. I have taken on additional responsibilities and consistently delivered high-quality results, which I believe merit consideration for a raise.**

### Key Contributions:

1. **Project Management: Successfully managed [specific project], resulting in [specific outcome].**
2. **Process Improvement: Developed and implemented [specific process], leading to [specific improvement].**
3. **Team Leadership: Provided mentorship and support to new team members, enhancing team productivity and morale.**

### Professional Development:

* **Course Completion: Recently completed [specific course or certification], which has equipped me with advanced skills in [specific area].**
* **Workshop Participation: Attended [specific workshop or conference], contributing to my knowledge and performance.**

### Proposed Salary Adjustment:

**Based on my contributions and the current market rates, I am requesting a salary increase of [amount or percentage]. This adjustment reflects my increased responsibilities and the value I bring to the team.**

**I appreciate your consideration of my request and look forward to discussing this matter further. Thank you for your time and understanding.**

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