

# 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]