

# Sample Salary Increase Letter to Employer

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[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]