

[Employee Name]
[Employee Address]
[City, State ZIP Code]
[Date][Employer Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

RE: REQUEST FOR SALARY INCREMENT

Dear [Employer Name],

I hope this letter finds you well. I am writing to formally request a salary increment due to my contributions and achievements at [Company Name]. I have been with the company for [Number of years/months] and have been dedicated to my role with enthusiasm and professionalism. During my tenure at [Company Name], I have successfully completed [List of notable achievements or projects], which have positively impacted the company's operations and performance. I have consistently exceeded performance expectations and have taken on additional responsibilities beyond my original job description. I believe that my performance and contributions warrant a salary increment that aligns with my skills, experience, and market value. Considering the above, I kindly request a salary increment to reflect my current contributions and value to the company. I have researched and compared industry standards and believe a salary increment of [Salary Increment Percentage/Amount] would be appropriate. This would not only recognise my dedication and hard work but also motivate me to continue delivering my best efforts for the success of [Company Name]. I value my role at [Company Name] and appreciate the opportunities for professional growth and development that I have been provided. I am committed to contributing to the company's continued success and believe that a salary increment would further align my compensation with my performance.

I would be grateful for your consideration of my request for a salary increment. I am open to discussing this matter further at your convenience. Thank you for your attention to this request.

Sincerely,

[Your Name]
[Your Department/Position]
[Employee ID/Employee Code]