

FORMAL LETTER REQUESTING A SALARY INCREASE

To: _____

From: _____

Subject: _____

Dear [Manager's Name],

I am writing this letter to formally request a review of my current salary. I have greatly appreciated the opportunities for professional development and growth that I have received since joining [Company Name].

Over the course of my tenure, I have consistently demonstrated dedication, skill, and a commitment to excellence in my role as [Your Job Title]. Among my key contributions are:

- Successfully completed [describe major project or achievement], resulting in [specific benefit or outcome].
- Exceeded performance targets consistently, including [specific metrics or accomplishments].
- Demonstrated leadership and initiative by [examples of leadership or additional responsibilities].
- Collaborated effectively with team members and other departments, contributing to a positive work environment.

Given my contributions and commitment to the success of the company, I respectfully request a salary increase that reflects my value to the organization. I am confident that a salary adjustment will further motivate me to continue delivering outstanding results.

I welcome the opportunity to discuss this request with you at your earliest convenience. Thank you for your consideration and support.

Sincerely,

[Your Full Name]

[Your Job Title]

[Your Contact Information]

Employee Signature

Manager Signature

Signature: _____

Signature: _____

Original source of this document:

<https://letterdocs-us.com/asking-for-a-raise-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://letterdocs-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.