

SALARY INCREASE REQUEST

To:

[Manager's Name]

[Position]

[Company Name]

From:

[Your Name]

[Your Position]

[Department]

[Employee ID]

Date: [Date]

Subject: Request for Salary Adjustment

Dear [Manager's Name],

I am writing to formally request a review of my current salary. Having been with [Company Name] for [duration], I believe my contributions and performance warrant a salary adjustment.

1. Performance and Achievements:

- [Specific achievement 1 with measurable results]
- [Specific achievement 2 with measurable results]
- [Additional responsibilities taken on]
- [Skills/certifications acquired]
- [Overall performance metrics or KPIs exceeded]

2. Proposed Adjustment:

- **Current salary:** [Current amount] VND per month
- **Requested salary:** [Requested amount] VND per month
- **Increase percentage:** [Percentage]%

3. Market Analysis:

[Brief information about market rates for similar positions]

4. Future Commitment:

[Your commitments for continued contributions and future goals]

I appreciate your consideration of this request and would welcome the opportunity to discuss this matter further at your convenience.

Respectfully yours,

[Signature]

[Your Name]

[Contact information]