

Letter to Manager for Salary Increment

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Manager's Name]
[Manager's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Salary Increment

Dear [Manager's Name],

I hope this letter finds you well. I am writing to formally request a salary increment based on my performance, achievements, and the value I bring to [Company Name].

[In this paragraph, express your appreciation for the opportunities provided by the company and briefly acknowledge the positive aspects of your role, setting the stage for the salary increment request.]

Over the past [duration, e.g., year], I have been dedicated to my responsibilities and have consistently aimed to exceed expectations. I am proud to be part of a team that values excellence, and I am enthusiastic about continuing to contribute to [Company Name]'s success.

[Highlight specific achievements, projects, or responsibilities that you believe warrant a salary increase.]

During this time, I have successfully [mention specific achievements or responsibilities], and I believe that my dedication and performance merit a salary increment. I have received positive feedback from colleagues and clients alike, reinforcing my commitment to delivering exceptional results.

[Detail any additional responsibilities, changes in your role, or skills acquired that justify the request for a salary increment.]

I have researched industry standards and considered market conditions for professionals in my position. Based on this research, as well as my skills and experience, I am confident that a salary adjustment is both fair and necessary to align my compensation with industry norms.

[Include relevant market research or industry benchmarks to support the request for a salary increment.]

I am open to further discussing this matter and providing any additional information or documentation necessary. Thank you for your consideration of this request. I look forward to the opportunity to discuss my salary increment further.

Sincerely,

[Your Name]

[Your Position]