

Salary Increment Appraisal Letter Sample Format

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

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

Subject: Request for Salary Increment

Dear [Recipient's Name],

I trust this letter finds you well. I am writing to formally request a salary increment based on my performance and contributions to [Company Name] over the past [duration, e.g., year].

I have thoroughly enjoyed working with [Company Name], and I am proud to be a part of a team dedicated to [mention a significant achievement or goal]. I have consistently demonstrated a strong commitment to my role and have undertaken additional responsibilities, contributing to the overall success of the team and the company.

[In this paragraph, outline specific achievements, projects, or responsibilities you've taken on that showcase your value to the company.]

I have conducted market research and considered industry standards for a professional in my position. Based on my skills, experience, and the current market conditions, I believe that a salary adjustment is both fair and justified.

[Include any relevant market research, industry benchmarks, or other factors that support your request.]

I appreciate the opportunities for professional growth and development that [Company Name] has provided me, and I am enthusiastic about continuing to contribute to the company's success. A salary adjustment would not only recognize my efforts but also motivate me to further excel in my role.

I kindly request that you review my performance and consider this request for a salary increment. I am open to discussing this matter further and providing any additional information necessary to support my case.

Thank you for your time and consideration. I look forward to the opportunity to discuss this matter further.

Sincerely,

[Your Name]

[Your Position]

[Contact Number]