

Salary Increment Letter Format in Excel Requesting a Salary Increase due to Exceeding Performance Expectations

[Employee Name]
[Address]
[City, State Zip Code]
[Phone Number]
[Email Address]
[Date]

[Employer Name]
[Company Name]
[Address]
[City, State Zip Code]

Dear [Employer Name],

I am writing to request a salary increase based on my performance over the past year. According to my performance review, I have exceeded expectations in all areas, including sales, customer service, and teamwork.

I have been with the company for [Number of Years] years and have always been dedicated to delivering exceptional work. However, I believe that my current salary does not reflect my contributions to the company.

Therefore, I am requesting a salary increase of [Amount] per year, effective immediately. I would be grateful if we could discuss this further in person or over the phone.

Thank you for your consideration.

Sincerely,
[Employee Name]