**SALARY INCREASE LETTER TEMPLATE**

**Manager Name:**

Designation:

Department:

**Date: \_\_\_,\_\_\_,\_\_\_\_\_\_**

**Subject:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Greeting(Mr./Ms.LastName):

I greatly enjoy and appreciate my role and designation as \_\_\_\_\_\_\_\_\_\_\_ with your esteemed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I performed outstandingly throughout the year and this is acknowledged by the management as well. During the current assignment, I have completed the following tasks effectively and efficiently. Examplesofmy recent completed tasksinclude:

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

It is my feeling that I have performed beyond the expectations, and hence I am respectfullyrequesting to revise my pay. My current gross salary is\_\_\_\_\_\_\_\_\_\_\_, and I amrequestinga\_\_\_%increase.

I would love to appreciate an opportunity to meet you in person for discussion. Please give me an opportunity to meet you and share my future plans. Let me knowwhat day and time is convenient for you.

Thankyouforyourtimeandconsideration.

Ilookforwardtospeakingwithyousoon.

**Regards,**