

Salary Increment Letter

[Your Name]
[Your Position]
[Your Department]
[Company Name]
[Date]

[Recipient's Name]
[Recipient's Position]
[Company Name]

Subject: Request for Salary Increment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary in light of my contributions to [Company Name] and the added responsibilities I have undertaken in my role as [Your Position].

Over the past [X years/months], I have strived to consistently deliver high-quality work and exceed the expectations set for my position. Some of the key contributions I have made include:

- [Briefly mention specific achievements, projects completed, or responsibilities handled that have positively impacted the company.]
- [Example: Successfully led the [Project Name] project, resulting in a [percentage]% increase in productivity.]
- [Example: Developed and implemented a new process that reduced costs by [amount]% in [department/process].]

In addition to my regular duties, I have also taken on additional responsibilities, such as [mention any extra duties or roles]. I believe these contributions demonstrate my commitment to the company and my ability to add significant value to our team.

Given these factors, I would like to kindly request a salary increment to better reflect my current responsibilities and the value I bring to the company. Based on my research of industry standards for similar roles and my current compensation, I believe an adjustment to [Your Desired Salary or Percentage Increase] would be appropriate.

I am confident that this adjustment would not only reflect my contributions but also motivate me to continue delivering high-quality work and contributing to the success of our company.

I would appreciate the opportunity to discuss this request further at your earliest convenience. Thank you for considering my request.

Best regards,
[Your Name]
[Your Contact Information (if needed)]