

SALARY INCREASE REQUEST LETTER

To: _____

Position/Title: _____

Employee Information:

Full Name: _____

Employee ID: _____

Department: _____

Position: _____

Current Salary Details:

Current Salary (USD): _____

Date of Last Increase: _____

Request Details:

Requested Salary Increase Amount (USD): _____

Effective Date of Increase: _____

Justification for Salary Increase:

I hereby respectfully request a salary increase based on my continued contributions, performance, and dedication to the company. Over the course of my employment, I have consistently met or exceeded performance expectations, taken on additional responsibilities, and contributed to the company's objectives and success. This increase will reflect my value to the organization and align my compensation with my current role and industry standards.

Acknowledgments and Agreement:

I understand that this request is subject to review and approval by management and that any salary adjustments will be made in accordance with company policies and applicable laws. I acknowledge that this request does not constitute an employment contract or guarantee of continued employment.

Signatures:

Employee Signature

Manager/Supervisor Signature

Signature: _____

Signature: _____

Original source of this document:

<https://lettertemplate-us.com/salary-increase-request-letter/>

Did you find this template helpful?

Find more updated templates at:

<https://lettertemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.