Salary increment request letter

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

[Date]

To,
[Manager's Name]
[Designation]
[Company Name]

Subject: Request for a salary review

Dear [Manager's Name],

I have been working with [Company Name] as [Designation] for [Number] years, and my last salary revision was in [Month, Year]. I am writing to ask whether my compensation can be reviewed.

Over the last [period], I have taken on the following responsibilities beyond my original role:
- [Contribution 1, for example, now manage the vendor onboarding process for the whole department]
- [Contribution 2, for example, led the migration project that finished on schedule]
- [Contribution 3, for example, trained four new team members]

I enjoy my work here and want to keep growing with the company. I would be grateful if we could meet to discuss my performance and compensation, in line with the company's policies and review cycle.

Thank you for your time and for your support.

Yours sincerely,

[Your Name]
[Employee ID]