**TEMPLATE**

**SALARY INCREASE LETTER**

Date

Angry Boss

XYZ Company

23456 Best Street

Sojati Gate, Jodhpur

Dear Mr. Boss,

I am writing to formally request a review of my current salary. As a **[job title]** with **[five]** years at **[XYZ Company],** I have always been ready and able when asked to take on additional work and new job responsibilities. I believe a review of my track record with the company, my recent achievements, along with industry average salaries, will demonstrate justification for an increase of at least X% in my annual pay.

My role has evolved since starting with **[XYZ Company]**. Added duties now include staff management, budget decisions, and project management. In the past year, I have distinguished myself with the following accomplishments:

* + I improved efficiencies in the accounts payable system, saving the company $X in annual revenue.
  + I managed the successful launch of our new product, helping to realize $X in quarterly sales.
  + I’ve strived for excellence, continued adding value to the company, and never missed a deadline.

Further, the average annual salary for my position is Rs. 65,000, according to data from Payscale.com. This is more than 12% higher than my current salary of Rs.58,000. A 10% raise in salary is would put my compensation in line with industry and regional expectations for the work.

Thank you for your attention in this matter. I am willing to work with you to accommodate my request along with what is best for the company. If you have another amount in mind or a plan to increase my salary in the future, I am open to negotiation.

Sincerely,

Sunil Sharma