**TEMPLATE**

**SALARY INCREASE LETTER**

**Dear [Full Name]**

I enjoy working here, and therefore appreciate any new opportunity to serve the company goals, beyond and above my role and responsibility. I wish to meet with you for a certain reason. **[Let him be curious.]**

**[Examples of reasons to justify a pay raise. Please edit according to your situation and needs]:**  
During the past few years, I took on extra work and more responsibilities because I know that my performance is closely tied to the team’s performance.  
I was grateful for the opportunity to meet your professional expectations and therefore enhanced my contribution to the company.

For example: **[List your accomplishments and gained qualifications]**

**[Summary]**  
I demonstrated good understanding of what needs to be accomplished when we’ve worked together on changes to be made to achieve our team goals.

**[And for the future.]**  
Because I am loyal to the company growth, you have my commitment that I will take on extra assignments to enhance my qualifications/contribution.

**[Here is the right place to shoot.]**  
However, my salary is still on the same level since **[date, or since you’ve joined the company?].** It is still below the industry average for the professional competencies that I possess.  
Simply because of my enhanced qualifications and increased contribution, I strongly believe that I’ve definitely earned a pay raise.

Therefore, I humbly ask for a meeting in order to **(review of/discuss)** my performance and the salary increase that reflects the above issues.

**Sincerely  
[Your name]**