**TEMPLATE**

**SALARY INCREASE LETTER**

Dear**[Full Name],**   
  
I would like to express my delight of being part of this wonderful team. I never felt more professionally dedicated in my life than I did now. I am grateful for the opportunity to work here and I really do enjoy it. To return the favour, I have always given the best of my abilities in this position and I always worked hard to make sure my performance stays rising.   
  
As you are aware, one year has passed since my last increment.**[If you just finished your first year, then use this sentence instead: As you are aware, one year has passed since my joining]**. I was expecting a customary salary review as we approach the annual mark. I believe my performance has been on par with the demands of my position. I demonstrated good understanding of what needs to be accomplished in the scope of my work. If there is no reason preventing such a review, I would like to kindly ask you to consider my request due to my steady performance and the customary increase in cost of living.

Thank you.

Sincerely**,   
[Your name]   
[Date]**