**TEMPLATE**

**SALARY INCREASE LETTER**

**I'm Working Harder Than Before**

Dear **[Manager Name],**  
As I approach my second year in the job **[change the duration according to your situation],** I find myself more dedicated, more devoted and more motivated than I ever was. It is a privilege being part of this professionally team. Being surrounded by so many inspiring people is a driving force and an essential ingredient in my success recipe.   
  
When you compare my performance at time, I joined to that of now, the difference can be really felt. **[Minimum three sentences here about how much you were accomplishing before and how much now. The more the better but don't make it boring]**. I am confident that you agree that my performance is in an ever-increasing rate. I am accomplishing a lot more that I used to.   
  
In the light of what has been stated above, I would like to kindly ask you to consider a salary review at the earliest opportunity. I would like to know that my efforts and hard work are being appreciated. The company is interested in productivity which is something I am continuously providing and shall always do.   
  
Thank you.   
  
Sincerely,   
**[Your name]   
[Date]**