

REQUEST LETTER FOR SALARY INCREMENT

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Introduction

Salary increment letter is written by an employee to his/her employer requesting for increase in salary. Such a letter must be written in case the employee strongly feels or has valid justifications as to why an increment may be given to him/her.

Request Letter for Salary Increment Tips

Here are some of the helpful tips to write a formal acceptance letter:

- The letter should be addressed top the decision making authority but should be routed through proper channel.
- Should bring out justification for an increment.
- Should refrain from doing comparisons with colleagues or peer companies.
- Should bring out your achievements.
- Should be politely worded.
- Close the letter with sincere thanks and appreciation to the employer.

Sample Request Letter for Salary Increment

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Request for Increment in Salary.

Dear Sir,

I have been working as a software architect in your company for the past three years. At numerous occasions I have proved my credibility and has worked hard at all instances. Though I am been getting an annual increment of 3% but that seems to be too less at the moment.

For the past 4 months I am also taking care of the database design team and will continue to do so till a new incumbent takes over that position. In view of the above I would request that a special increment of minimum 10% may be granted to me.

This act of yours will greatly help motivate me and also increase the morale of other team members who would like to work with greater zeal.

Thanking you in anticipation.

With Regards

Yours truly,

Name and Signature

Request Letter for Salary Increment Template

From,

Date: _____ (Date on Which Letter is Written)

To,

Subject: Request for Increment in Salary.

Dear Sir,

I have been working as(your appointment) for the past years. At numerous occasions I have proved my credibility and has worked hard at all instances. Though I am been getting an annual increment of(rate of annual increment) but that seems to be too less at the moment.

For the past 4 months I am also taking care of the database design team and will continue to do so till a new incumbent takes over that position. In view of the above I would request that a special increment of minimum(increase desired) may be granted to me.

This act of yours will greatly help motivate me and also increase the morale of other team members who would like to work with greater zeal.

Thanking you in anticipation.

With Regards

Yours truly,

Name and Signature

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