

Salary Increment Request Letter

Date

Name of the Employee

Employee Code

Dear Sir,

I have been working with your organization from past three years as a (Mention Designation) with full dedication at work and I have completed all the targets and task within deadline and my attitude in dealing with colleagues and superiors was excellent.

My salary is very low as I got my last increment two years ago, I have requested for hike in my salary a lot of times but there was no response from your side.

I am asking for you to raise my salary as my present salary is very less to manage the expenditure due to increase in inflation.

I got an offer from (Company Name) and the pay is comparatively higher than what it is now over here. I am sharing the company details you can investigate the same. Please resolve my concern as soon as possible.

Many thanks to you. Expecting positive response from you.

Sincerely,

Name

Designation

Company Name