Salary Increment Request Letter Sample For Employees

Date: 30/11/2021

To,

Sebastian King  
HR Manager  
Enchanted Woods

Subject: Request for salary increase

Dear Sebastian,

I am formally writing to you to request a review of my salary. I have been working as a Social Media Manager for AKAL Infosys for a year now, since 1st November 2020.

During my time here over the years, I have been a dedicated and hardworking employee to AKAL Infosys who has never missed her deadlines or a day of work. Also, as evidenced by the growth and reach our company accounts have gained on all social media platforms, I believe that my work, apart from my commitment to the company, justifies a raise in my salary.

I would also like to add that the current CTC as a graphic designer is much less than the average annual salary payable to my position. So, I would like to request a minimum of 22% increment in my salary.

I would be very obliged if the company could give me back as much as I have given my time and dedication to it.

Should the need for further discussion occur, I am available.

Thanking you,

Yours sincerely,

Aurora Rose

Social Media Manager

Digital Marketing Department

Enchanted Woods