

To: [Manager's Name/Title]
From: [Your Name/Position]
Date: [Date]
Subject: Merit-Based Salary Increment Request

Merit-Based Salary Increment Request

Dear [Manager's Name],

I am writing to formally request a merit-based salary increment in recognition of my performance and contributions to [Company/Department]. Over the past [duration, e.g., year], I have consistently delivered strong results, demonstrated dedication, and added value to our organization in alignment with our goals.

Key Achievements

- Successfully completed [Project/Task], resulting in [measurable outcome].
- Improved [process/efficiency/savings] by [% or value], benefiting the team and company.
- Consistently exceeded targets in [specific area, e.g., sales, customer satisfaction].
- Contributed to team growth by mentoring colleagues and sharing knowledge.

I have taken on additional responsibilities, such as [describe responsibilities], which have further contributed to our department's success. My proactive approach and commitment to continuous improvement are reflected in my performance reviews and feedback from both peers and supervisors.

In light of these achievements and my ongoing commitment to excellence, I kindly request your consideration for a merit-based salary increment. I am confident that this adjustment will reflect my current scope of work and recognize my contributions to the team.

Thank you for your time and consideration. I am open to discussing this further at your earliest convenience.

Sincerely,
[Your Name]
[Your Position]