Date

Name

Address

Dear Mr. Steven,

I, Smith John, have been working with your organization for the last five years. I joined in as ‘HR officer’ and got promoted two years later as ‘Assistant Manager HR’ along with the increment. I have not received any salary raise for three years.

I have been working hard and delivering the results by optimally meeting the targets and the deadlines. In my current position, I have managed various projects and increased the overall productivity of the HR department by 12% over my tenure. In the last two financial years, I exceeded my targets by 7% and 9% respectively.

My HR manager often compliments me for my excellent communication and team-work skills. I have never been hesitant in taking up any tasks or added responsibilities. I am attaching my evaluation letters over past 5 years with this letter.

I am not satisfied with my current salary and I believe that I deserve a better salary than that is being provided to me. I have been serving this company and contributing to its overall performance and success. My current salary is 10% lower than the industry average (Payscale.com) for this position. In addition, my salary is not equivalent to or sufficient for my current responsibilities.

I request you to look into this matter and increase my salary by at least 8% to $43,200 per year. I look forward to your positive reply.

Regards,

Smith John.