

Salary Increment Request Letter

From,
Jacktion Methew
HR Manager
T- 30, 402 Street,
Alaska
0909-4567-789
puma@gmail.com

Date: 12/05/2017

To,
Remoli Geoge
Team Lead
S- 78, 509 Street,
Florida, USA
987-456-3893
remoli@gmail.com

Subject: -----

Dear -----,

Hi! Hope you are doing great.

The letter is a formal notice of my increment this year.

I ----- (mention your name) working as ----- (mention job title) with the company since ----- (mention time). During all these years, I have been a completely responsible and dedicated employee for the company.

I have worked on several crucial projects which include ----- (mention the name of the projects) and have completed them successfully with appreciation from the board as well as team. So, I believe that I deserve this raise this time.

I am attaching all the documents, project details, feedbacks and review for your consideration.

I will be looking forward to hearing from you soon for a face-to-face discussion.

Yours Sincerely,

Jacktion Methew

