

Justification for Annual Pay Increase

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Justification for Annual Pay Increase

Dear [Manager's Name],

I am writing to formally request a review of my current salary for the upcoming annual pay increase. Over the past year, I have taken on additional responsibilities and have consistently delivered results that align with our team's objectives.

- **Increased Responsibilities:** [Detail any new roles or responsibilities you have taken on.]
- **Performance Metrics:** [Include specific metrics that demonstrate your contributions, such as sales targets met, projects completed ahead of schedule, etc.]
- **Professional Development:** [Mention any training, certifications, or skills acquired that enhance your value to the company.]
- **Team Contributions:** [Describe your teamwork and leadership skills and how they have positively impacted the team.]

Considering these contributions and the current market trends, I believe that an increase in my annual compensation is warranted. I am committed to continuing my growth within the company and contributing to our success.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]