

# Annual Salary Increase Justification Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Justification for Annual Salary Increase

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary and to provide justification for an increase based on my contributions to [Company Name] over the past year.

In the last year, I have taken on additional responsibilities such as [list additional responsibilities]. Furthermore, I successfully [mention specific projects, achievements, or initiatives], which resulted in [describe the positive outcomes for the company].

Additionally, I have continued to enhance my skills through [mention any training or development], which has directly benefited our team by [describe how it has benefited the team or company].

Given my contributions and the value I bring to the organization, I believe an increase in my salary is warranted. I would appreciate your consideration of my request, and I am open to discussing this further at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]