

Annual Salary Increase Proposal

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the end of the fiscal year, I would like to propose a review of my current salary in light of my contributions to [Company Name] over the past year.

In the past year, I have successfully [list key achievements or contributions]. These efforts have led to [describe outcomes, such as increased revenue, improved processes, etc.]. Given the value I believe I bring to the organization, I would like to discuss a potential salary increase that reflects my contributions and aligns with industry standards.

I have conducted research on compensation benchmarks and believe that an increase of [proposed percentage or amount] would be appropriate. I am confident that this adjustment would further motivate me to contribute even more to the company's success.

Thank you for considering my proposal. I look forward to your feedback and would appreciate the opportunity to discuss this matter at your earliest convenience.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]