

# Justification for Hourly Pay Raise

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Hourly Pay Raise

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current hourly pay rate. Over the past [insert duration], I have taken on additional responsibilities and have made significant contributions to our team, which I believe warrant consideration for a pay increase.

Some of the key accomplishments that highlight my increased value to the team include:

- [Detail an accomplishment or responsibility]
- [Detail another accomplishment or responsibility]
- [Detail another accomplishment or responsibility]

In addition to my accomplishments, I have also actively sought opportunities for professional development by [insert examples], which have further enhanced my skills and contributions to the team.

I believe my performance and dedication to [Company/Department Name] align with our goals and justifies an increase in my hourly wage. I am committed to continuing to contribute positively and effectively to our team's success.

Thank you for considering my request. I am looking forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]