**Salary Increase Letter:**

 **Big Achievement**

Dear [Manager Name],

I would like to thank you for the opportunity to be part of this highly respected organization. It has been [time since you joined] since I joined and every passing day has brought in new challenges and pitfalls, but it is really rewarding to feel that my contribution and my efforts were integral to the overall success.

As you are aware, recently I [your achievement, for example: recently I finished the implementation phase of our new medical records storage place]. This accomplishment is a mile stone in my never ending quest to achieving best results. [Two or three sentences here about the benefits of the achievement. Your manager already knows about this but we need to remind them]. I am confident that you agree with me on the benefits of this achievement and its contribution to the overall productivity.

Having said so, I find it difficult to hide my disappointment with the fact that this accomplishment was not coupled with an adjustment to my pay. I would like to kindly ask you to consider a salary adjustment that corresponds with the efforts I am putting in the benefit of the company. Your appreciation means a lot to me and will only result in more dedication and hard work.

Thank you.

Sincerely,
[Your name]
[Date]