

*Hi [manager's name],*

*I have greatly enjoyed working here over the past \_\_\_ years, and as well as feeling I have learnt a lot from my time within the department, I also feel I have contributed a great deal to the ongoing success of the team and the company.*

*Over the past year alone I have:*

*[write about your own achievements here, bulleted list works fine]*

*and also have additional responsibilities such as:*

*[add these here, focusing on how they help the business, bulleted list works fine]*

*Given the added value I bring to the company, I no longer feel that the salary I am receiving reflects the contribution I am making to the department. I believe my current remuneration package is below what can generally be expected for someone in my position, and would request an increase of X% to bring my current salary into line with the industry average.*

*I would greatly appreciate an opportunity to discuss this further, and kindly ask that we meet at a time most convenient for you. Once again I would like to express my sincere thanks for the support you have shown me and I look forward to continuing to serve the department and the wider company.*

*Kind regards,*

*Your Name Here*