

---

# Grievance Letter For Salary Increment

**David Thompson**

123 Birchwood Drive  
Greenville, TX 75401  
david.thompson@email.com  
(555) 654-3210  
August 9, 2024

**Ms. Rebecca Turner**

Human Resources Director  
Prime Solutions Inc.  
456 Cedar Avenue  
Greenville, TX 75401

Dear Ms. Turner,

**Subject: Formal Grievance Regarding Salary Increment**

I am writing to formally raise a grievance concerning the lack of a salary increment in my position as a Senior Marketing Analyst at Prime Solutions Inc. Despite my continuous contributions and the positive performance reviews I have received over the past year, I have not been granted a salary increment, which I believe is both unfair and inconsistent with company policy.

**Details of the Grievance:****1. Performance and Contributions:**

- Over the past year, I have successfully led multiple high-profile marketing campaigns that have significantly increased our client engagement and contributed to a 15% rise in overall sales. My performance reviews have

---

consistently highlighted my dedication, strategic thinking, and leadership abilities.

- I have also taken on additional responsibilities, including mentoring junior team members and assisting in the development of new marketing strategies, without any additional compensation.

## **2. Company Policy on Salary Increments:**

- According to the company's compensation policy, employees who receive positive performance reviews and contribute significantly to the company's success are entitled to annual salary increments. However, despite fulfilling these criteria, I have not received any increment in the past two years.

## **3. Impact on Morale and Motivation:**

- The lack of a salary increment, despite my contributions, has significantly affected my morale and motivation. I feel that my hard work and dedication are not being appropriately recognized or rewarded, which is affecting my overall job satisfaction.

## **4. Comparison with Peers:**

- It has come to my attention that other colleagues in similar roles with comparable performance have received salary increments. This disparity in treatment is concerning and suggests an inconsistency in the application of the company's compensation policy.

## **Previous Attempts to Resolve the Issue:**

I have brought this issue to the attention of my immediate supervisor, Mr. Alan Smith, during our performance review meeting on July 20, 2024. However, the discussion did not result in a satisfactory resolution, and no clear explanation was provided for the lack of a salary increment.

## **Desired Outcome:**

---

I respectfully request that my situation be reviewed in light of my performance and the company's compensation policy. I would appreciate a fair and just adjustment to my salary that reflects my contributions to the company. Additionally, I request clarity on the criteria used for salary increments to ensure transparency and fairness in the future.

I trust that this matter will be treated with the seriousness it deserves and that appropriate steps will be taken to address my concerns.

Thank you for your attention to this important matter. I look forward to your prompt response.

Yours sincerely,

**David Thompson**