

Salary Increment Letter (UAE): Two Samples

Part A is a request from the employee to the employer. Part B is the letter an employer issues to confirm an increment. Fill in the bracketed parts and keep a signed copy.

Part A: salary increment request letter (employee to employer)

[Your Full Name]

[Employee ID] | [Job Title] | [Department]

Date: [DD/MM/YYYY]

To: [Manager Name], [Title]

[Company Name]

Subject: Request for a salary review

Dear [Manager Name],

I would like to request a review of my salary. I have worked as [Job Title] since [month and year], and my current monthly salary is AED [amount].

Over this period I have [list two or three measurable results: projects delivered, targets met, responsibilities added].

Based on these responsibilities and results, I would like to ask for an increase to AED [amount] per month, or to discuss a figure that reflects my current role.

I would be grateful for a meeting at a time that suits you. Thank you for considering my request.

Yours sincerely,

[Signature]

[Your Full Name]

Part B: salary increment letter (employer to employee)

[Company Name]

[Company Address]

Date: [DD/MM/YYYY]

To: [Employee Full Name]

Employee ID: [ID] | Job Title: [Job Title] | Department: [Department]

Subject: Salary increment

Dear [Employee Name],

We are pleased to inform you that your salary will be increased with effect from [DD/MM/YYYY].

Current basic salary: AED [amount] | New basic salary: AED [amount]

Current allowances: AED [amount] | New allowances: AED [amount]

Current total monthly salary: AED [amount] | New total monthly salary: AED [amount]

The company will update your employment contract with the Ministry of Human Resources and Emiratisation to reflect the new salary. All other terms of your employment remain unchanged.

Thank you for your contribution to [Company Name].

Yours sincerely,

[Signature]

[Name of Authorised Signatory]

[Title]

[Company Name] | [Company Stamp]

Employee acknowledgement: Name [Employee Name] | Signature [Signature] | Date [DD/MM/YYYY]

This is a general sample for information only. It is not legal or tax advice and not an official government form. Adapt it to your contract, your records and your situation, and check current requirements with the relevant authority before use. Reviewed: 27 September 2026.