

# Salary Negotiation Letter

Dear [Manager's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the opportunities I have had at [Company Name]. I truly enjoy being a part of the team and contributing to our shared goals.

As we approach the [review period/annual performance review], I would like to discuss my current compensation and benefits package. Given my contributions over the past year, including [mention specific achievements or responsibilities], I believe it is an appropriate time to reevaluate my salary and the benefits I receive.

I have conducted some research and found that my current compensation is below the industry standard for my role and experience. Therefore, I would like to explore options for increasing my salary and possibly enhancing my benefits, such as [mention specific benefits you are interested in, like health insurance, retirement plans, etc.].

I appreciate your consideration of this matter and would welcome the opportunity to discuss this in further detail. I am confident that we can reach a mutually beneficial agreement.

Thank you for your time, and I look forward to our conversation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]