

Subject: Request for Salary Increase

Date: [Insert Date]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary increase due to the increased responsibilities I have taken on in my role as [Your Position] over the past [time period].

Since [mention when new responsibilities started], I have successfully [list specific responsibilities/achievements]. These additional responsibilities have not only increased my workload but also contributed positively to our team's performance and the company's objectives.

In light of these changes, I would like to discuss the possibility of adjusting my salary to reflect my current contributions and responsibilities. I believe this change would better align my compensation with my efforts and the value I bring to the team.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]