

Compensation Adjustment Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation. I have been with [Company's Name] for [duration of employment] and during this time, I believe I have made significant contributions, including [specific contributions or achievements].

Considering my performance and the market standards for my role, I would kindly ask for your consideration of a compensation adjustment. I am eager to continue contributing to the team's success and believe that an adjustment would reflect the value I bring to the company.

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

Sincerely,

[Your Name]