

Pay Review Appeal

[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 am writing to formally appeal the recent decision regarding my pay review communicated to me on [date of communication]. I would like to express my concerns regarding the outcome and provide additional context for your consideration.

Over the past [duration], I have made significant contributions to [specific projects, objectives, or responsibilities]. I believe these efforts have positively impacted [mention any relevant metrics or outcomes].

Given my performance and the current industry standards, I respectfully request a reassessment of my pay review. I am confident that a review of my contributions will support my appeal.

I appreciate your attention to this matter and look forward to discussing this further. Thank you for your understanding.

Sincerely,

[Your Name]