

Salary Negotiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to express my gratitude for the opportunity to lead [Project Name], which was successfully completed on [Completion Date]. I believe the outcomes of this project have positively impacted our team and company goals.

Given my contributions and the value brought to the organization through this project, I would like to discuss the possibility of reviewing my current salary. I have taken on additional responsibilities and have consistently exceeded the expectations set for my role.

I am confident that my efforts have delivered significant results, and I believe it is an appropriate time to consider an adjustment to my compensation that reflects my contributions.

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

Best regards,

[Your Name]