

Salary Negotiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[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 would like to take this opportunity to discuss my current compensation and benefits package.

Since joining [Company's Name] on [Start Date], I have taken on additional responsibilities such as [mention specific tasks or projects]. I am proud of the contributions I have made, particularly in [specific achievements or performance indicators].

Considering my increased responsibilities and my research on industry standards, I believe it is an appropriate time to revisit my salary and benefits. I would appreciate the chance to discuss this matter further at your earliest convenience.

Thank you for considering my request. I look forward to our conversation.

Sincerely,

[Your Name]