

# Application for Annual Compensation Adjustment

Date: [Insert Date]

To,

[Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my annual compensation, in light of my contributions and performance over the past year.

Over the last year, I have successfully [Briefly mention key achievements, responsibilities, and contributions]. I believe these accomplishments have significantly added value to the team and the company as a whole.

Considering the industry standards and my current performance, I kindly ask you to review my compensation package. I am confident that my continued efforts will further contribute to our team's success and the overall goals of [Company Name].

Thank you for considering my request. I am looking forward to discussing this matter further with you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]