

Request for Annual Salary Revision

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary as we approach the annual performance review period. Over the past year, I have taken on additional responsibilities and have made significant contributions to our team, including:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Considering these contributions and the current market trends, I believe that a revision of my salary would be appropriate. I am committed to continuing my growth within the company and contributing positively to our goals.

I would appreciate the opportunity to discuss this matter further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]