

Job Reclassification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a reclassification of my current position as [Your Current Job Title] to align with industry standards.

Over the past [duration of time], my responsibilities have expanded to include [list additional responsibilities or duties]. As such, I believe that my current classification does not accurately reflect my role and contributions to the team.

Based on my research, the industry standard for a position with my responsibilities and qualifications is typically classified as [Proposed Job Title]. I have enclosed relevant market data and a comparison of similar roles to support my request.

I would greatly appreciate the opportunity to discuss this matter further and explore how my position can be updated to better reflect my contributions and the standards within our industry.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]