

Job Reclassification Request

Date: [Insert Date]

To: [Manager's Name]

[Manager's Title]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current job classification based on my recent performance evaluation and the additional responsibilities I have undertaken in my role as [Your Job Title].

As outlined in my recent performance evaluation, I have consistently exceeded expectations in my duties, demonstrated initiative in [specific projects or tasks], and contributed to [specific outcomes or goals]. Furthermore, my role has evolved to encompass [mention any additional responsibilities], which align more closely with a higher job classification.

Given these considerations, I believe that a reclassification to [proposed job title or level] would more accurately reflect my contributions and align my role with the corresponding responsibilities. I am committed to maintaining a high standard of work and will continue to strive for excellence in my performance.

I would appreciate the opportunity to discuss this request further and explore the possibility of a formal review. Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]