

Job Title Adjustment Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Request for Job Title Adjustment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current job title. My current title is [Current Job Title], and I believe that a change to [Proposed Job Title] would better reflect my responsibilities and contributions to the team.

Throughout my tenure at [Company's Name], I have taken on additional responsibilities such as [list specific responsibilities], which align more closely with the proposed job title. This adjustment would not only clarify my role within the organization but also enhance our team's overall effectiveness and collaboration.

I appreciate your consideration of this request and look forward to discussing it further. Thank you for your ongoing support.

Sincerely,

[Your Name]

[Your Job Title]