

Salary Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Salary Review and Promotion Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary and to discuss the possibility of a promotion.

Since joining the team [Insert Date of Joining], I have made significant contributions in the areas of [list key contributions or projects]. These efforts have not only benefitted my professional growth but also positively impacted our team's objectives and company goals.

Given my recent achievements, including [mention any specific accomplishments, awards, or recognition], I believe that my current compensation does not reflect my contributions and the value I bring to our organization.

I would like to discuss this further in a meeting at your earliest convenience. Thank you for considering my request, and I look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]