

Salary Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Salary Review and Equity Adjustment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary in light of my contributions and the evolving standards in our industry. As a [Your Job Title] at [Company Name], I have continually strived to enhance our team's productivity and deliver exceptional results.

Over the past [time period], I have been actively involved in [mention specific projects, responsibilities, or achievements]. These efforts have led to [describe outcomes such as increased revenue, improved processes, etc.].

Considering the current market trends and the value I bring to the team, I believe that an equity adjustment is warranted. I have researched salary benchmarks for similar roles in our industry and found that my current compensation falls below the average.

I would appreciate the opportunity to discuss this matter further and explore the potential for a salary adjustment that better reflects my contributions and market standards.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]