

Salary Review Request

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary based on my performance and contributions to the team over the past year.

Since my last salary adjustment, I have taken on additional responsibilities, including [specific project or task], which has led to [describe impact, e.g., improved efficiency, increased revenue, etc.]. I have also [mention any other achievements or contributions that are relevant].

According to market research and internal benchmarks for our industry, I believe that my contributions warrant a performance-based raise. I am committed to continuing my growth and adding value to our team and organization.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Thank you for considering my request.

Sincerely,
[Your Name]