

Pay Raise Justification Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Pay Raise

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation based on recent market research and my contributions to the team.

After conducting thorough research on salary trends within our industry, I found that the average compensation for my role is approximately [Insert Percentage]% higher than my current salary. This research included data from reputable sources such as [List Sources]. Additionally, my responsibilities have expanded significantly over the past year, including [Briefly List Additional Responsibilities].

In light of this information and the value I continue to bring to the team, I believe a pay adjustment is warranted. I am committed to our organization and am eager to continue contributing to our goals and objectives.

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

Sincerely,

[Your Name]

[Your Position]