

# Salary Negotiation 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]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current salary in light of the increased responsibilities I have taken on recently in my role as [Your Job Title].

Over the past [time period], I have successfully [briefly describe new responsibilities and achievements]. I believe these contributions have positively impacted our team's effectiveness and the company's goals.

Given these added responsibilities and the value I bring to the team, I would like to propose a salary adjustment. Based on my research and industry standards, I feel that an increase to [desired salary] would be appropriate.

I am eager to continue contributing to [Company's Name] and am confident we can reach an agreement that reflects my contributions to the team. I appreciate your consideration of my request and look forward to discussing this matter further.

Thank you for your time.

Sincerely,

[Your Name]