

# Compensation Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[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 formally request a review of my current compensation in light of my contributions and the evolving demands of my role as [Your Position] at [Company's Name].

Over the past [duration of time], I have undertaken additional responsibilities, including [list specific duties or projects], which have contributed positively to our team's success and the company's overall objectives. Furthermore, I have consistently met or exceeded my performance targets, as evidenced by [provide specific examples or metrics].

I have also researched industry standards for my position and found that my current compensation is below the average for similar roles in our sector. I believe an adjustment is warranted to reflect my contributions and align my salary with industry benchmarks.

I would appreciate the opportunity to discuss this matter further and explore potential adjustments to my compensation. Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]