

# Salary Adjustment Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Salary Adjustment for New Position

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose a salary adjustment following my recent promotion to [New Position Title]. I am excited about the increased responsibilities and contributions I will be making to our team and the company.

As we discussed, my new role will require [briefly describe new responsibilities or duties]. Given the industry standards for this position and the additional value I will be bringing to the organization, I would like to propose an adjustment in my salary to [Proposed Salary].

I have researched the compensation for similar roles in our industry, and I believe this adjustment aligns with both market rates and the contributions I aim to provide. I am confident that this adjustment will motivate me further and enable me to focus fully on delivering exceptional results.

Thank you for considering my proposal. I look forward to discussing this matter further and continuing my growth with [Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]