

Proposal for Job Title Adjustment

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Adjustment of Job Title

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally propose an adjustment to my current job title from [Current Job Title] to [Proposed Job Title]. Over the past [duration], I have taken on additional responsibilities and demonstrated a commitment to [specific projects or tasks].

This change would not only reflect my contributions but also align my title with industry standards for similar roles. I believe that a more accurate title will enhance my effectiveness and further motivate me in my responsibilities.

I would appreciate the opportunity to discuss this proposal in detail. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]