

# Application for Adjustment of Job Title

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an adjustment to my job title. I believe that my current title, [Current Job Title], does not accurately reflect my contributions and responsibilities within the company.

Since joining [Company's Name], I have taken on numerous additional responsibilities, including [briefly list tasks or responsibilities]. In light of these contributions, I propose that my job title be adjusted to [Proposed Job Title].

I am confident that this change would better represent my role and the value I bring to our team.

Thank you for considering my request. I am looking forward to discussing this matter with you further.

Sincerely,

[Your Name]