

Letter of Negotiation for Job Title

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to contribute to [Company's Name] in my current role as [Current Job Title]. Over the past [Duration of Employment], I have gained valuable experience and made significant contributions to our projects, particularly in [mention specific projects or achievements].

Given my contributions and the evolving nature of my responsibilities, I would like to discuss the possibility of a job title change to [Proposed Job Title]. I believe this title would better reflect my current role and the value I bring to the team, including [mention any specific skills, leadership roles, or responsibilities].

I am confident that this change would not only align my title with my contributions but also enhance my ability to represent our team and engage effectively with clients and partners.

Thank you for considering my request. I would appreciate the opportunity to discuss this in further detail at your earliest convenience.

Best regards,

[Your Name]