

# Annual Compensation Adjustment Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Annual Compensation Adjustment

Dear [Manager's Name],

I hope this message finds you well. As we approach the annual review period, I would like to formally request an adjustment to my compensation based on industry standards and my contributions over the past year.

During my time in the role of [Your Job Title], I have successfully [list your achievements, contributions, and any additional responsibilities taken]. My current salary is [Your Current Salary], which, after researching industry benchmarks and average salaries for similar roles, appears to be below the standard for similar positions in our industry.

I am committed to [Company Name] and have continually strived to exceed expectations. I would appreciate the opportunity to discuss my compensation in light of my contributions and the prevailing market conditions.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]