

Annual Pay Raise Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary due to my ongoing contributions to the team and the positive impact that my work has had on our goals and objectives.

Over the past year, I have taken on additional responsibilities, including [mention specific achievements or projects]. I believe these contributions have significantly benefited the team and the company as a whole.

In light of these accomplishments, I would appreciate the opportunity to discuss a possible salary adjustment that reflects my commitment and contributions, as well as the current market standards for my role.

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

Sincerely,

[Your Name]