

Request for Salary Improvement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company Name]

[Company 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 in light of my dedication and contributions to [Company Name] over the past year.

Since joining the team, I have taken on various responsibilities, including [mention specific projects or contributions]. I believe my efforts have positively impacted our team's success and aligned with the company's goals.

In recognition of my loyalty and ongoing commitment, I respectfully request a salary adjustment to reflect my contributions to the organization. I am confident that my continued success and dedication warrant consideration for an improvement in my annual compensation.

Thank you for considering my request. I look forward to discussing this matter further and appreciate your understanding.

Sincerely,

[Your Name]