

Salary Renegotiation Request

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

[Date]

[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 discuss my current salary and the possibility of renegotiating it to better reflect my role and contributions to [Company's Name]. Over the past [duration], I have taken on additional responsibilities and have consistently achieved [specific achievements or metrics].

After conducting market research on salaries for similar positions within our industry, I have found that the compensation for my role is not aligned with the current market rates. I believe that adjusting my salary would reflect both my contributions to the team and the value I bring to our organization.

I am committed to [Company's Name] and wish to continue contributing to our success. I would appreciate the opportunity to discuss this matter further and explore a potential salary adjustment that aligns more closely with market standards.

Thank you for considering my request. I look forward to your response.

Warm regards,
[Your Name]