

Subject: Inquiry Regarding Annual Salary Revision

Dear [Manager's Name],

I hope this message finds you well. I am writing to inquire about the recent annual salary revision process and to discuss my performance compared to the departmental standards.

As per the feedback I have received, it appears that my performance has not aligned with the expectations set forth. I would appreciate the opportunity to better understand the criteria used for the salary adjustments this year, and to review my performance metrics in relation to my peers.

I believe that a conversation on this matter may provide valuable insights and assist me in taking the necessary steps to improve my contributions to our team.

Thank you for your time, and I look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]