

Request for Salary Adjustment Due to Promotion Readiness

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary adjustment in light of my readiness for promotion to the [specific position]. Over the past [time period], I have taken on additional responsibilities and contributed significantly to our team's success.

Some of my key accomplishments include:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

Given my contributions and the market standards for this role, I believe a salary adjustment to [proposed salary] is appropriate. I am excited about the possibility of taking on this new challenge and continuing to contribute to our team.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]