

# Salary Negotiation Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current salary in light of my contributions and performance over the past [time period]. I am grateful for the opportunities I have had at [Company Name], and I am proud of the achievements we have made as a team.

During the past [time period], I have successfully [mention specific achievements, projects, or contributions]. These efforts have not only added value to our team but have also contributed directly to [mention company goals, growth, or revenue].

Given my performance and the industry standards for my role, I would like to discuss the possibility of a salary adjustment that reflects my contributions and aligns with the company's merit-based compensation philosophy.

I am confident that with my ongoing commitment and contributions, I can continue to help [Company Name] achieve its goals. I look forward to the opportunity to discuss this matter further at your earliest convenience.

Thank you for considering my request.

Warm regards,

[Your Name]

[Your Job Title]

[Your Contact Information]