

Salary Package Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Salary Package Review

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary package in light of my recent contributions to our team and the overall success of our projects.

Over the past [insert time period], I have successfully [briefly describe your significant contributions, e.g., led key projects, exceeded performance targets, implemented innovative solutions] which have resulted in [mention outcomes, e.g., improved efficiency, increased revenue, high team morale]. I believe that these efforts have positively impacted the team and the company as a whole.

Given these accomplishments and the added responsibilities I have undertaken, I feel it is an appropriate time to discuss a potential adjustment to my salary package reflecting my contributions and commitment to our team's goals.

I am looking forward to the opportunity to discuss this further and am open to any feedback regarding my performance and contributions.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]