

# Salary Package Review Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for 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 based on a recent analysis of peer compensation within our industry.

Over the past [duration] years, I have contributed to [mention key contributions or projects], which I believe have added significant value to our organization. In conducting some research, I found that my current compensation is not aligned with the industry standards for similar roles, especially when comparing with my peers at [mention competitors or industry standards].

As we continue to strive for excellence, I believe it's crucial to ensure our team members are compensated fairly. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]