

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 due to the increased responsibilities and additional contributions I have been making in my role as [Your Job Title].

Over the past [duration], I have taken on several new responsibilities, including [list key responsibilities or projects]. These changes have allowed me to contribute to our team's success in a more significant way, and I believe they warrant a consideration for a salary adjustment.

I am fully dedicated to [Company Name] and am eager to continue contributing to our goals. I would appreciate the opportunity to discuss my performance and how it relates to my compensation 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]