

Salary Package Review Request

Date: [Insert Date]

To,

[Manager's Name]

[Company's Name]

[Company's Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my salary package in light of my eligibility for promotion. Having worked with [Company's Name] for [duration], I am proud of the contributions I have made, including [specific achievements or projects].

As I have taken on additional responsibilities and demonstrated consistent performance, I believe it is an appropriate time to discuss a potential adjustment to my salary package to better reflect my role and contributions.

I would appreciate the opportunity to meet and discuss this matter further at your convenience. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]