

Job Title Adjustment Letter

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for Job Title Adjustment

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current job title. As you know, my role has evolved significantly over the past [duration of time] and I believe that an updated title would more accurately reflect my responsibilities and contributions to the team.

Having taken on [briefly describe additional duties or responsibilities], I feel that a title such as [Proposed Job Title] would better represent my current role and align with industry standards.

I appreciate your consideration of my request and am happy to discuss this matter further at your convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Current Job Title]

[Your Contact Information]