

Request for Salary Adjustment Discussion

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

Dear [Manager's Name],

I hope this message finds you well. I am writing to request a meeting to discuss the possibility of a salary adjustment. Over the past [Insert duration, e.g., "year"], I have taken on additional responsibilities and contributed to several successful projects, including [briefly mention specific achievements relevant to your request].

Considering my contributions and market research regarding salary benchmarks for my position, I believe it is an appropriate time to review my current compensation.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time for you, or I can suggest a few options.

Thank you for considering my request. I look forward to our discussion.

Sincerely,

[Your Name]