

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Salary Negotiation for Transition to Full-Time Position

Dear [Manager's Name],

I hope this message finds you well. I would like to express my gratitude for the opportunity to work as a part-time [Your Position] at [Company's Name]. Over the past [duration], I have enjoyed contributing to our team and believe that transitioning to a full-time role would allow me to bring even more value to the organization.

Considering my contributions and the responsibilities that a full-time position entails, I would like to discuss the salary associated with this transition. Based on my research and the current market standards for similar roles, I believe a salary of [proposed salary] would be fair and appropriate.

I am looking forward to the possibility of taking on additional responsibilities and further supporting the team's goals. I would appreciate the opportunity to discuss this matter further at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]