

Compensation Increase Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Department]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation. Over the past [duration], I have taken on additional responsibilities and have consistently worked to improve my performance and contribution to our team.

During this period, I have contributed to [specific achievements or projects], which resulted in [positive outcome for the company]. I believe these efforts demonstrate my commitment to our organization and my capabilities as a member of the labor staff.

In light of my contributions and the increases in industry standards for our roles, I would appreciate the opportunity to discuss a possible adjustment to my compensation. I am confident that a review of my performance will reflect my value to the team and the company as a whole.

Thank you for considering my request. I am looking forward to discussing this matter with you at your earliest convenience.

Sincerely,

[Your Name]

[Your Contact Information]