

Salary Adjustment Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary adjustment based on my performance and contributions to [Company Name]. Over the past [duration] years/months, I have taken on additional responsibilities, successfully completed [specific projects or tasks], and contributed to [mention any positive outcomes or improvements].

Given my efforts and the current market rates for similar positions, I believe an adjustment to my salary is warranted. I would appreciate the opportunity to discuss this matter with you at your earliest convenience.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]