

Compensation Review Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Department]

[Your Company]

[Your Email]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation in light of the recent market comparisons and industry standards.

Over the past [insert time period], I have taken on additional responsibilities, successfully [please list specific achievements or contributions]. Given these factors, I believe it is an appropriate time to reassess my compensation.

After conducting thorough market research, I found that the typical salary range for my position in our industry is significantly higher than my current compensation. [You may include specific data or references here if applicable].

I truly value my position at [Your Company] and remain dedicated to our team's success. I would appreciate the opportunity to discuss this matter further and explore the possibility of aligning my compensation with market standards.

Thank you for considering my request. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Phone Number]