

[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: Request for Salary Adjustment**

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary adjustment based on my performance evaluation and contributions to the team over the past year.

During my time in the [Your Position] role, I have taken on additional responsibilities and consistently achieved [mention specific targets, projects, or milestones]. I believe my contributions have significantly impacted our team's success and the company's overall goals.

According to my research and industry standards, the compensation for my role, given my experience and the results I've delivered, is currently above my current salary. Therefore, I kindly request a review of my compensation.

I am proactive in seeking ways to continue adding value to the company, and I look forward to discussing this matter further. Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]