

# Salary and Benefits Package Reassessment Request

[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]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a reassessment of my salary and benefits package. Given my contributions to [specific projects or achievements] and the evolving responsibilities of my role, I believe a review is warranted.

In recent months, I have taken on additional responsibilities, including [specific examples of increased responsibilities or achievements]. I have consistently strived to exceed expectations and contribute to the success of our team and the company as a whole.

Furthermore, I have researched current industry standards for my position and believe that my current compensation does not reflect my skills and contributions adequately. 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 positive response.

Sincerely,

[Your Name]